Zahorneanu Valentin

Business Penmanship Workbook

part one

Iași, România

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Zaharneanu Valentin

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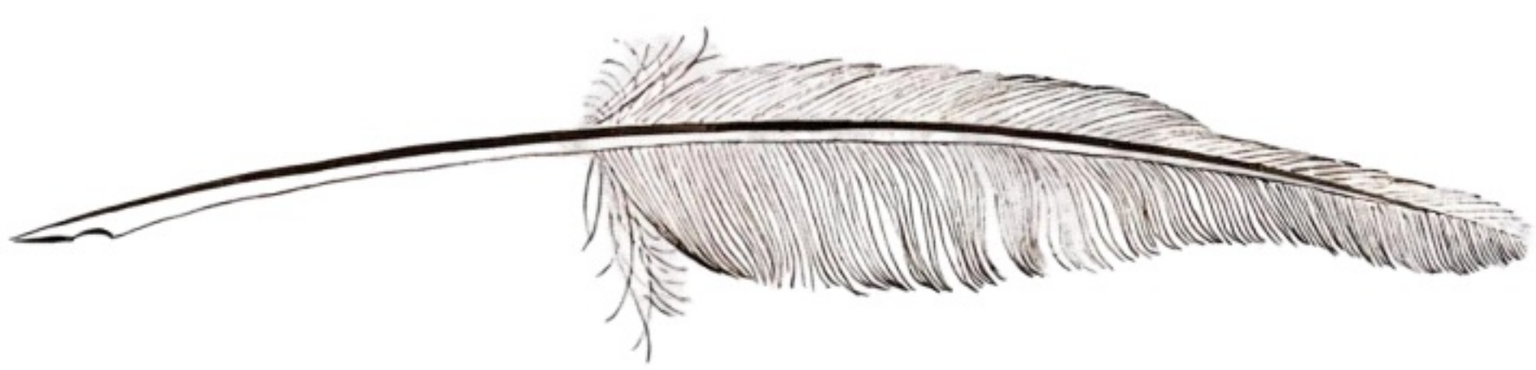


INTRODUCTION

This workbook is the result of my own experience in teaching business penmanship in Romania. It has an atypical appearance, from several points of view:

1. Full page exercises.

I have observed many beginning students using finger and wrist movements in producing this style of writing when the exercises are small in size. I realized that in this way they will never become aware of the muscle movements necessary to execute this style. For this reason, I have developed these exercises large enough to challenge them to get out of their comfort zone and put the deltoid and pectoral muscles to work.

2. Sharp letters.

In the first grade, students learn a specific type of cursive writing, characterized by the rounded shape of the lowercase letters. They are so anchored in reproducing this rounded shape that, when it comes to learning the style of business calligraphy, they remain faithful to the previous method of writing. For this reason, I felt inspired to exaggerate the points where the letters should be written more sharply.

3. The orange circle.

I used this graphic element ○ to indicate the place where the student should stop exactly two seconds before changing direction. The fact that the students stop at that point, without lifting the pencil from the paper, will help them:

a. to learn the rhythm of writing for each letter.

b. to more easily move from the rounded cursive writing learned in first grade to the business penmanship style.

4. Straight letters.

The letters are presented so that the workbook is placed in front of the student, in portrait format. Although the letters are straight, they still have an upward direction, to encourage the correct movement of the forearm while writing. If the workbook has changed its position for various reasons, it must be reset to its original position (portrait).

5. Better focus.

If the document is printed on double-sided paper, this will lead to excessive manipulation of the workbook while moving from one page to another, which will dilute the student's attention. For this reason, I recommend printing my workbook on A4 paper, on one side only, and binding the pages on the short top edge. Moving from one exercise to another will not affect the position of the workbook, while the student's attention will always be maintained in the same place.

Tools.

All the following exercises will be drawn, first with your index finger, then with a mechanical pencil.

You will use a 0.5 mm mechanical pencil. 2B caliber pencil leads are used. The length of the pencil lead will be neither greater nor less than that resulting from 3 presses of the pencil mechanism. If the lead breaks, it means that you pressed the pencil too hard on the paper.

Propel the lead by pressing the pencil mechanism three more times and continue working.

Before starting each exercise, make sure that you have fed the pencil with lead, so as not to interrupt you in the middle of the exercises.

How to practice.

The index finger/pencil will not be removed from the paper at all, until after the completion of each exercise. It is forbidden to move the fingers and wrist while solving the exercises.

1. Look at the exercise presented;
2. Observe the direction indicated by the arrow;
3. Raise your right arm above the desk and keep it in the air;
4. Place your index finger on the arrow;
5. Move your index finger in the direction indicated by the arrow;
6. Place the end of the pencil that corresponds to the eraser on the arrow and repeat the exercise;
7. Turn the mechanical pencil with the tip down and make sure that the lead is the length specified previously. Place the pencil on the arrow and move in the direction indicated. Keep the pencil lines within the space of each exercise.

Progress tracking.

You will note at the top the date, day and time you will complete the exercise, to encourage yourself to continue training the next day.

Expectations.

After completing all the exercises proposed in this workbook, you will be able to:

- move your arm according to the writing rhythm of each letter;
- gain more freedom of movement while writing;
- control the shoulder and forearm muscles involved in fast cursive writing;
- control the pressure exerted with the writing instrument on the paper.

Break and relaxation.

Every person is different. Some people enjoy challenges that involve effort and physical endurance, others don't.

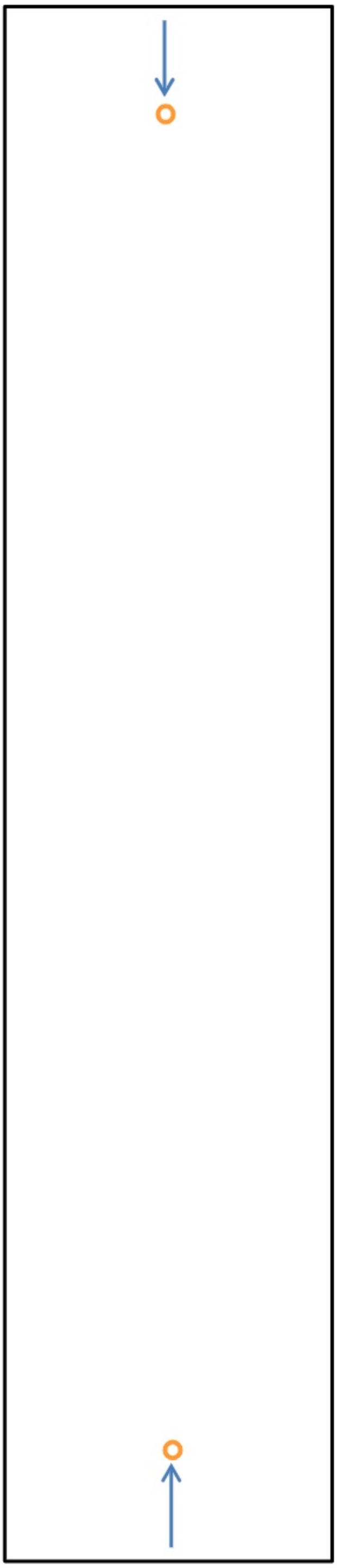
The warm-up exercises should prepare you for the letter writing chapter. Performing these exercises will make you feel like your shoulder muscles are literally warming up. This is a reality and is normal.

If instead of this warming sensation you feel your shoulder/back hurt, take a break whenever you need to. Don't force yourself to finish the exercise if you've exceeded your patience limit. Stay calm and consistent.

Open this workbook every day and continue working from where you left off, as much as you can!

Date: ..... Time: .....

17 warm-up exercises



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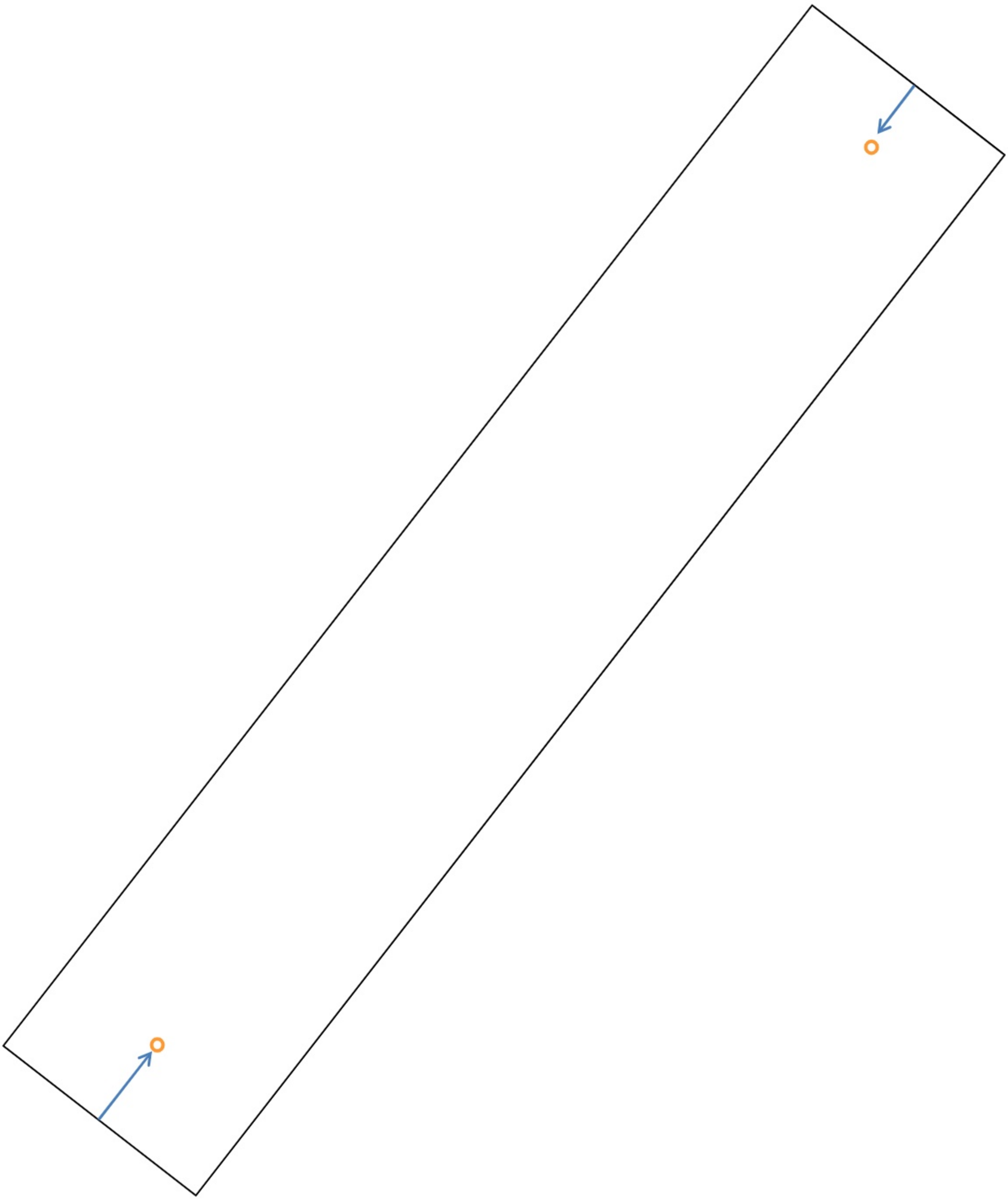

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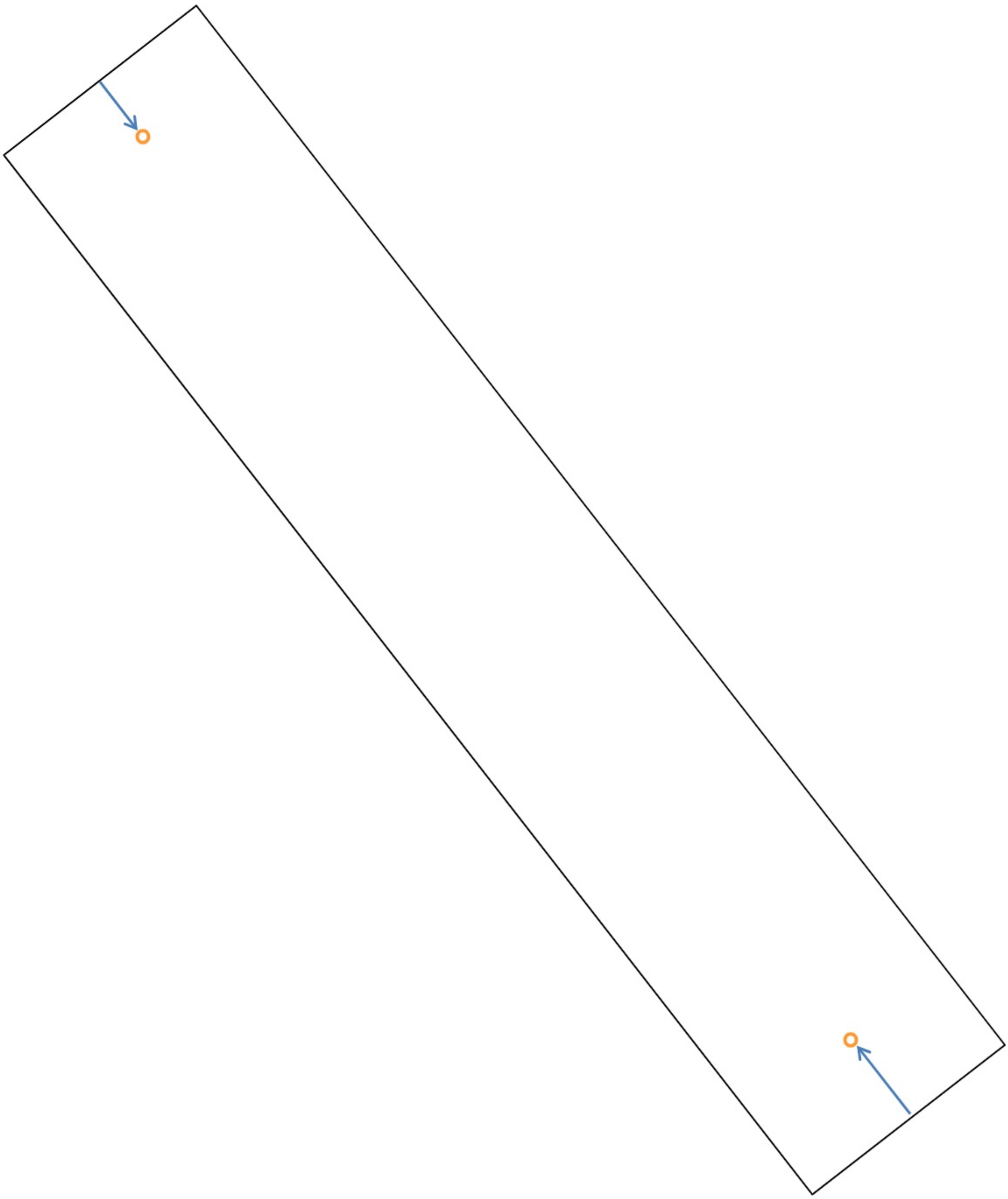

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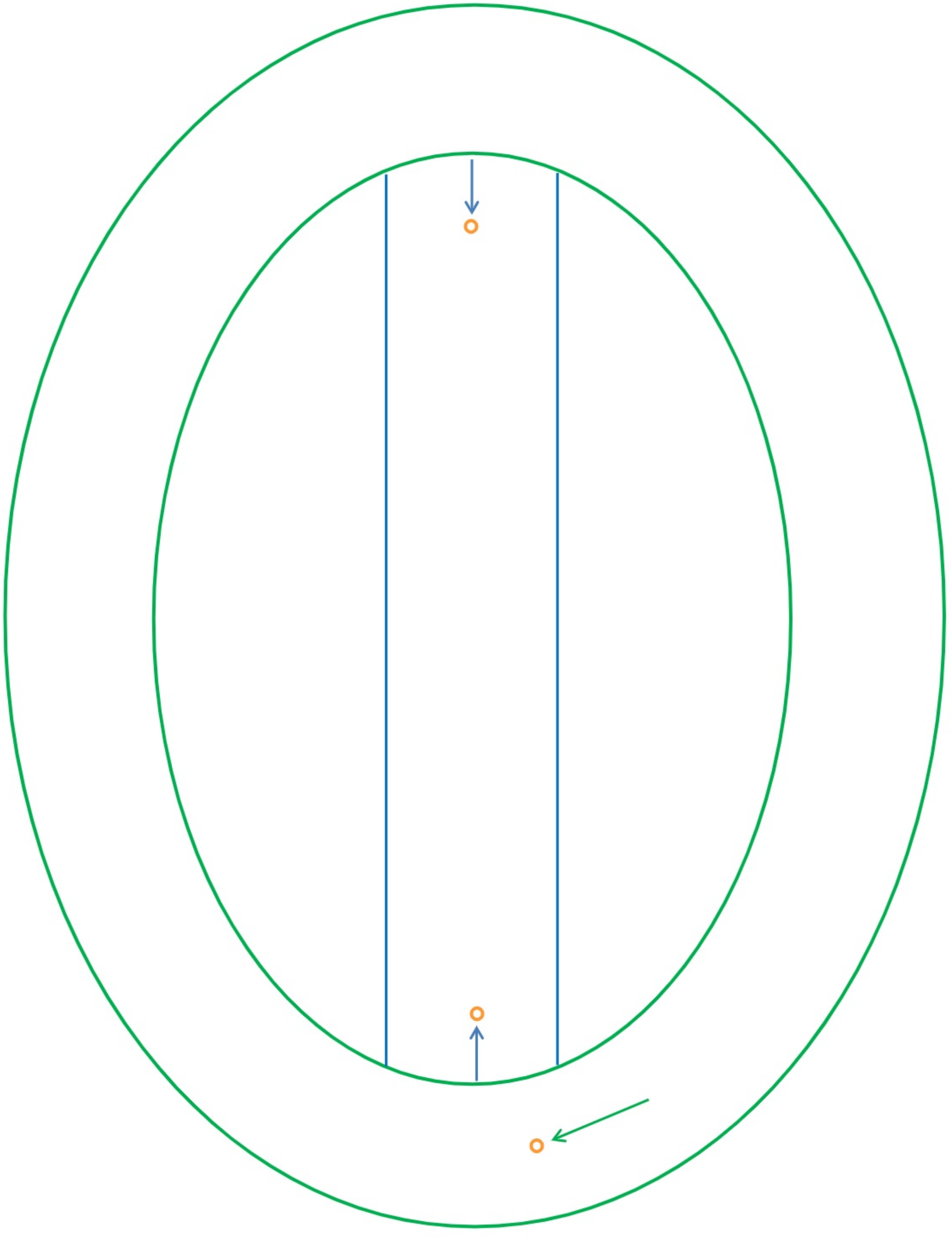

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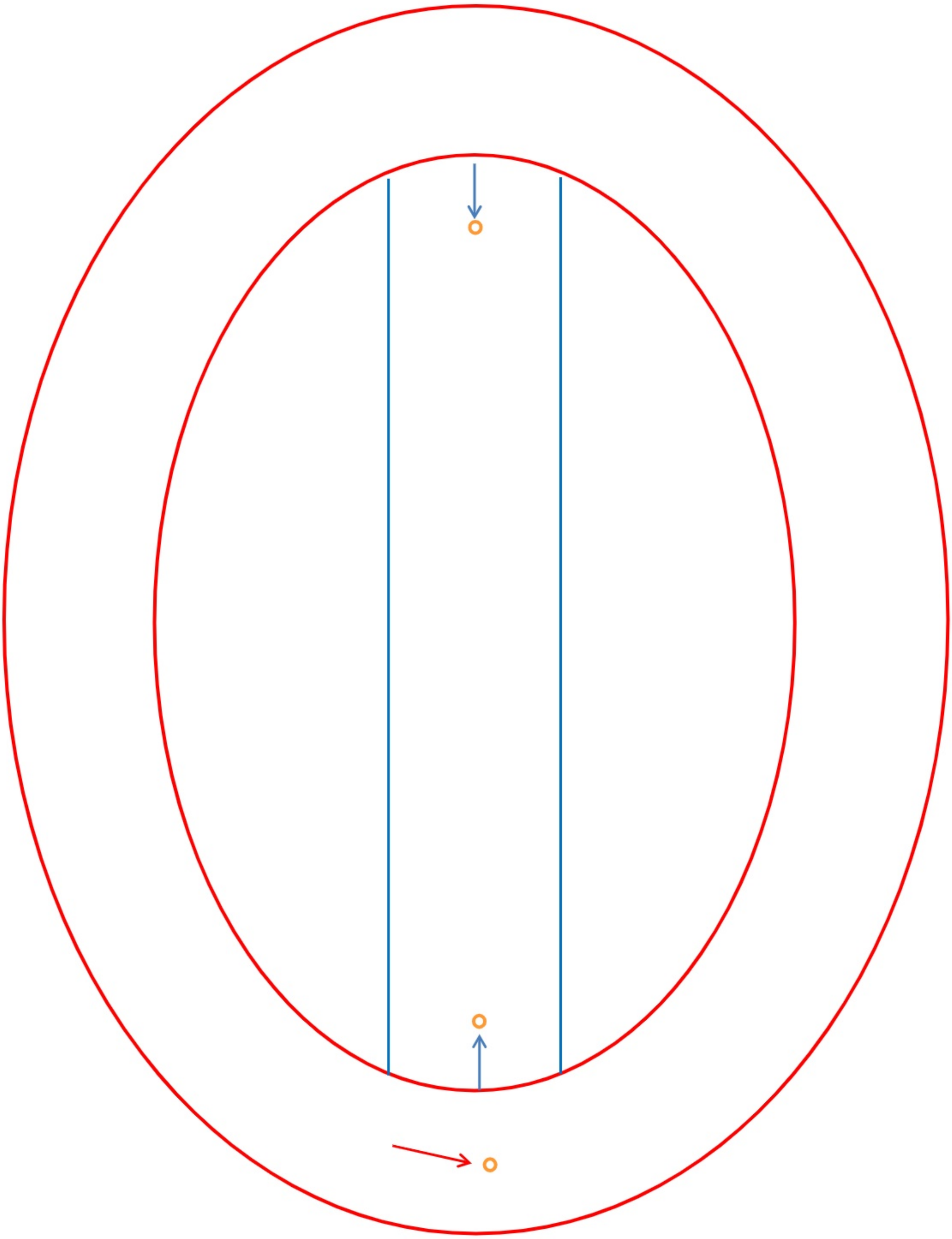

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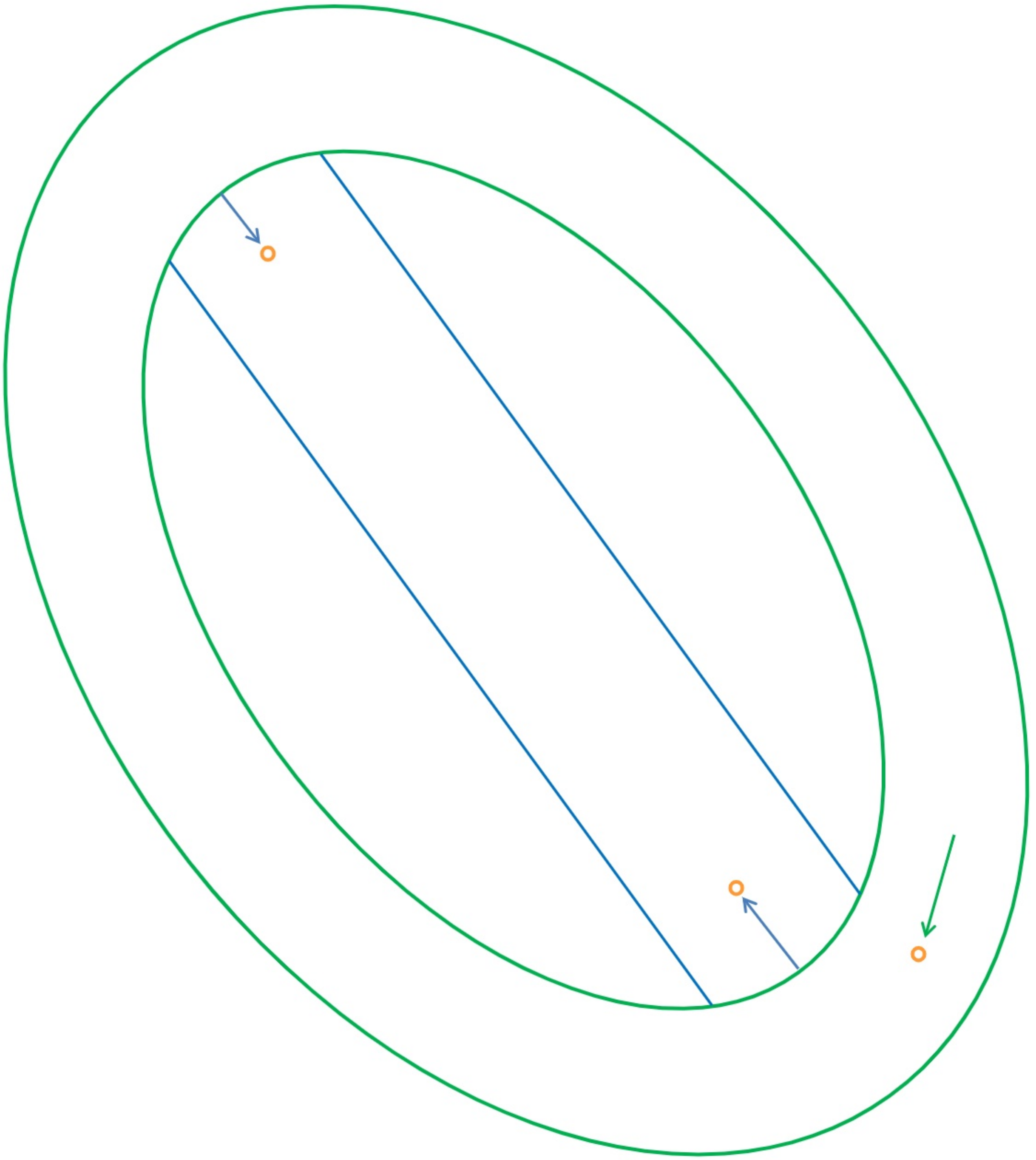

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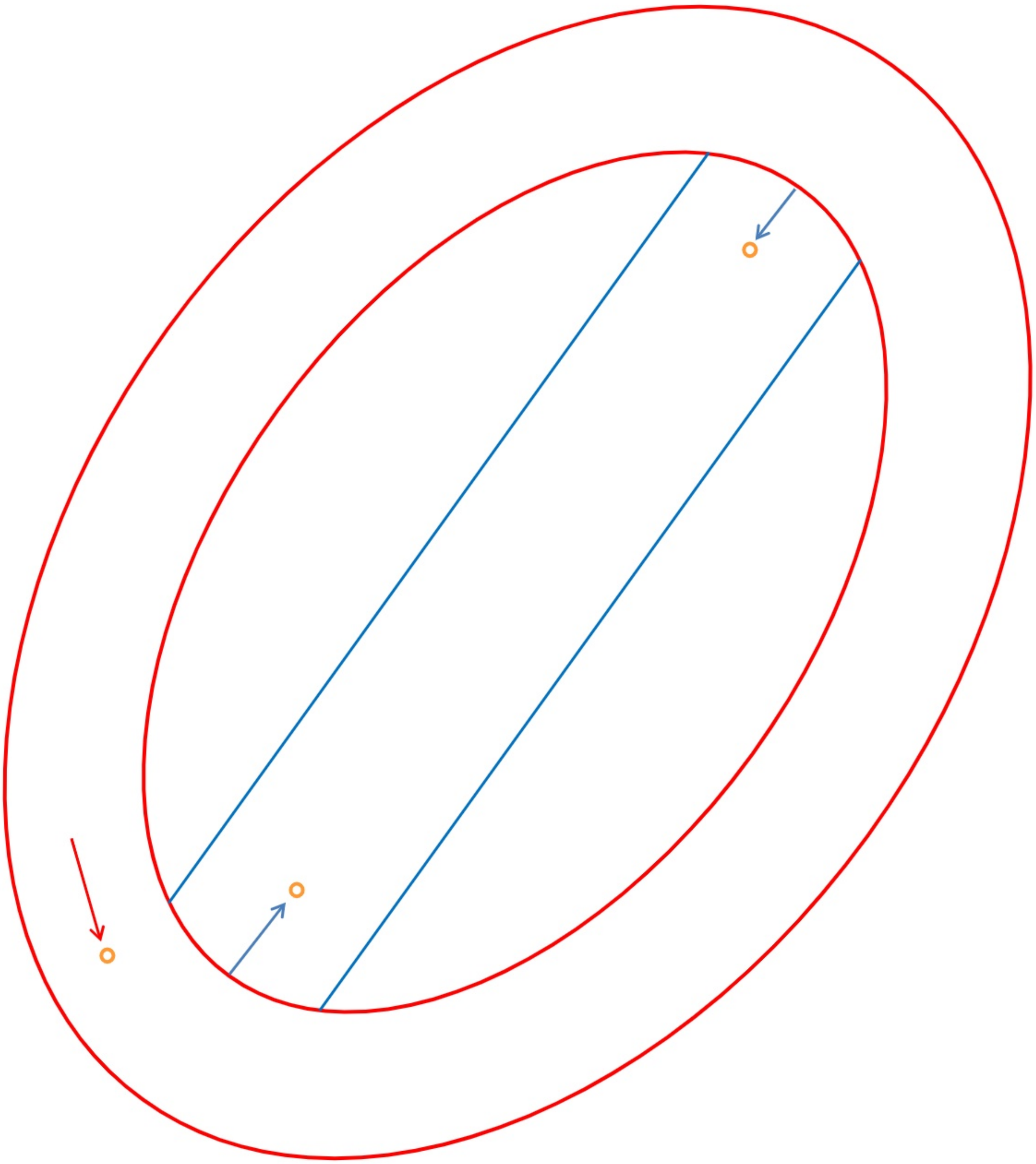

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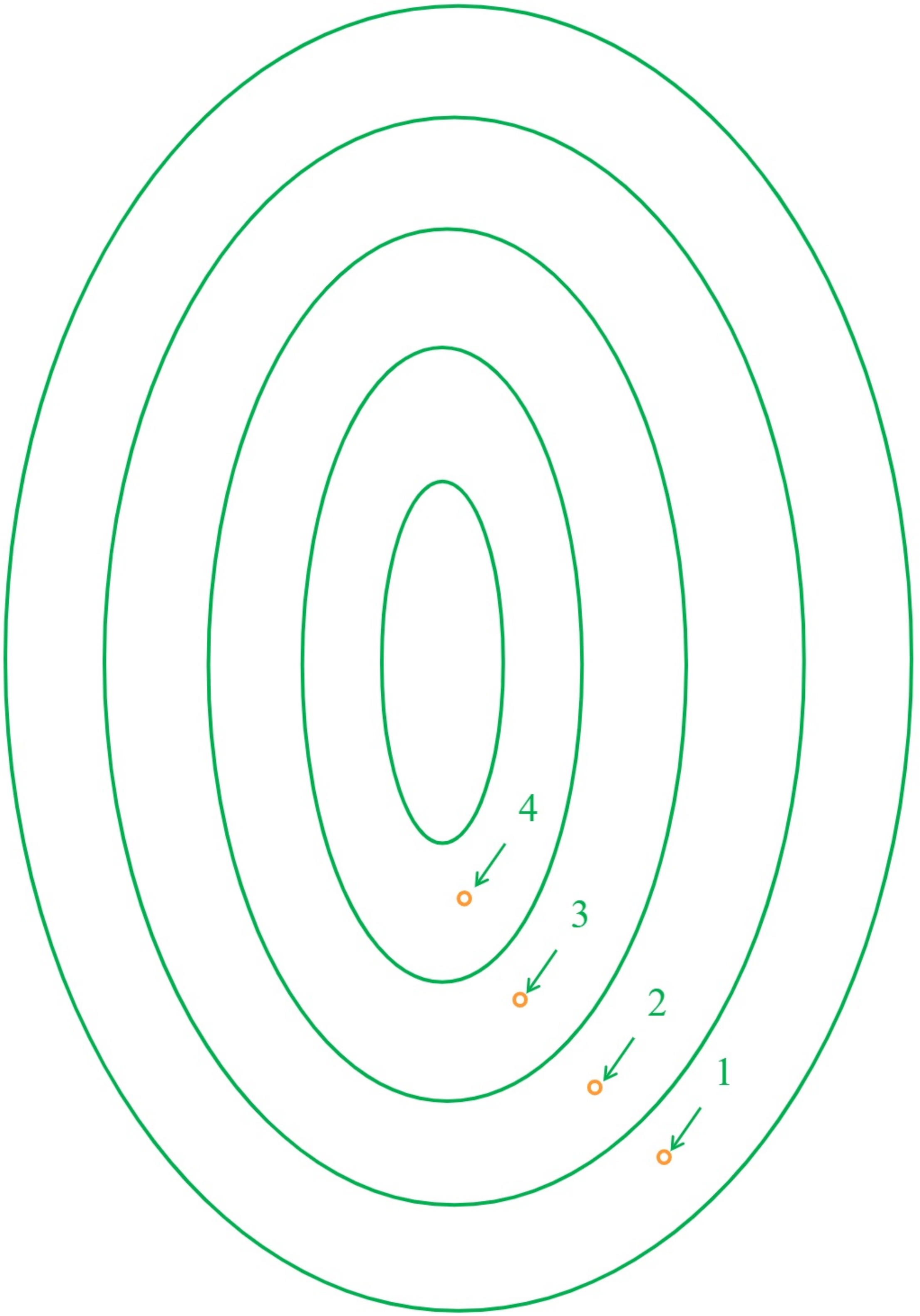

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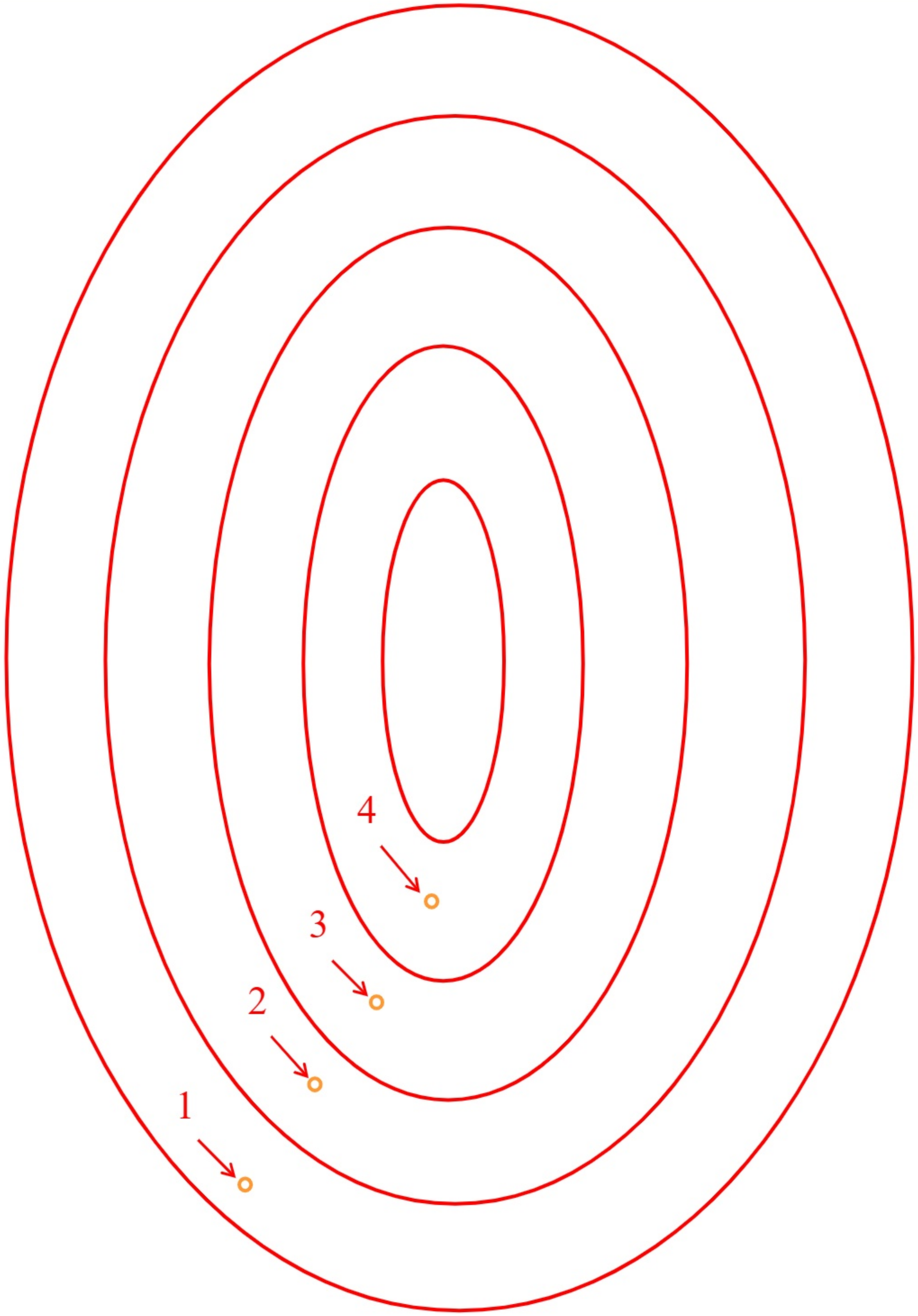

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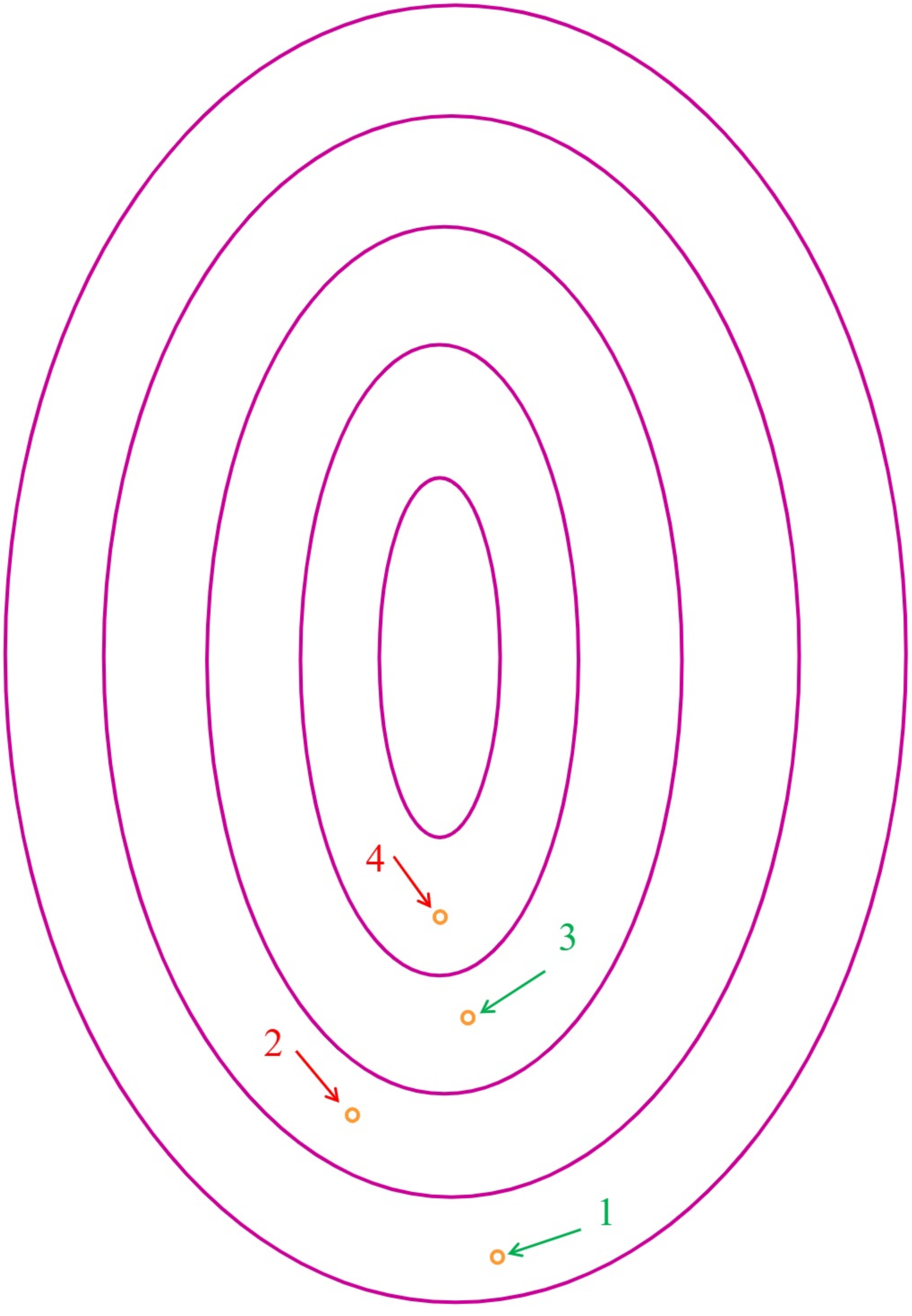

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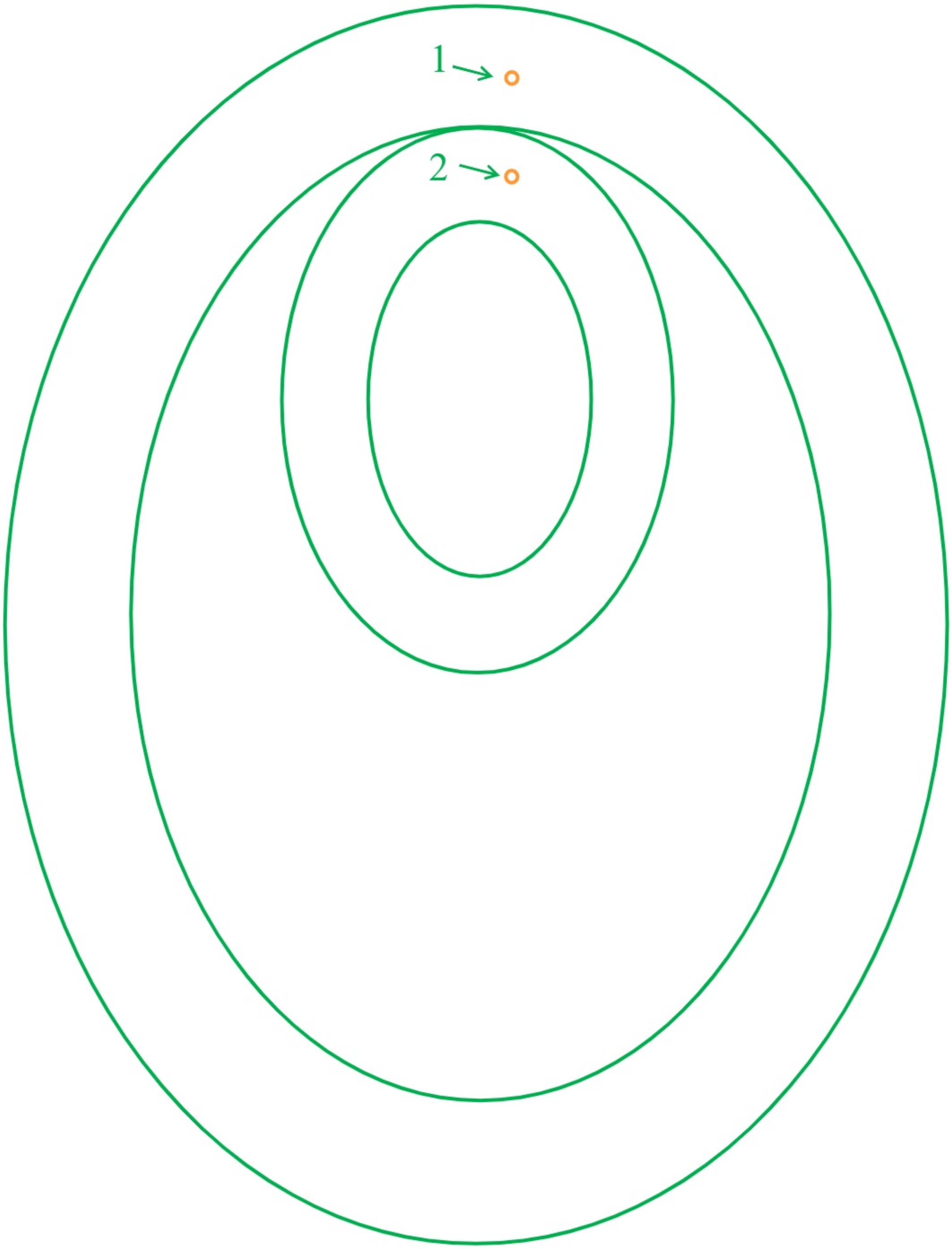

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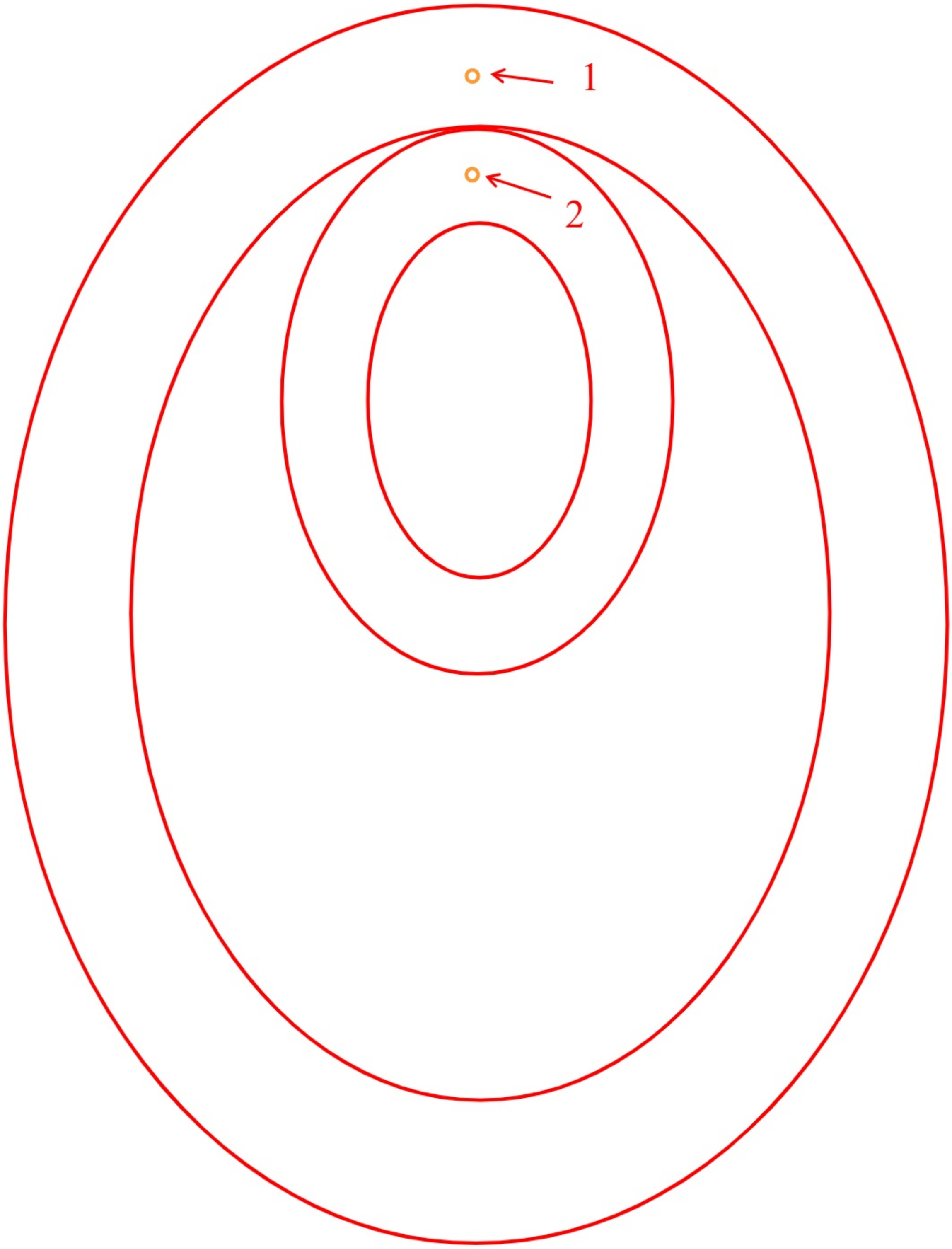

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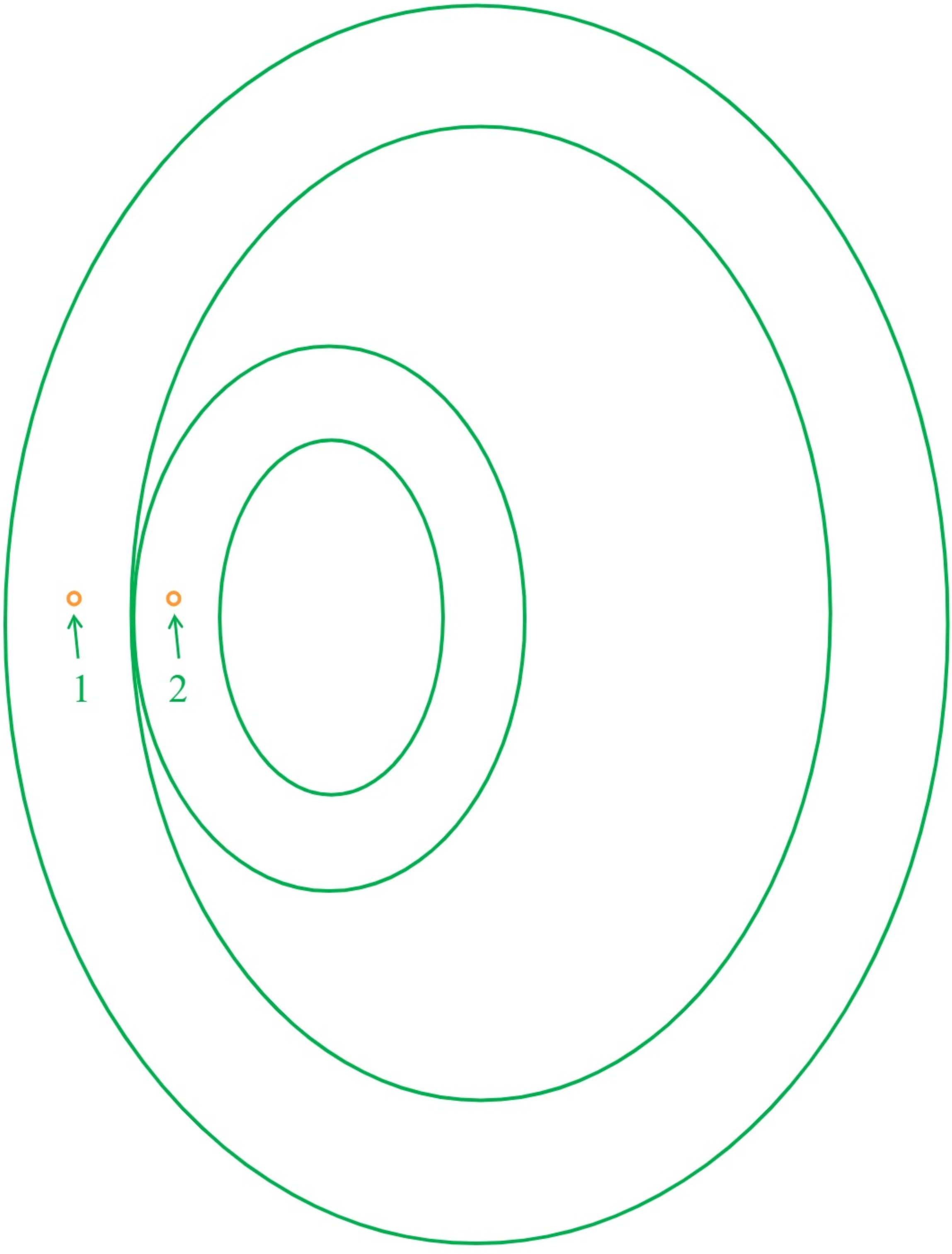

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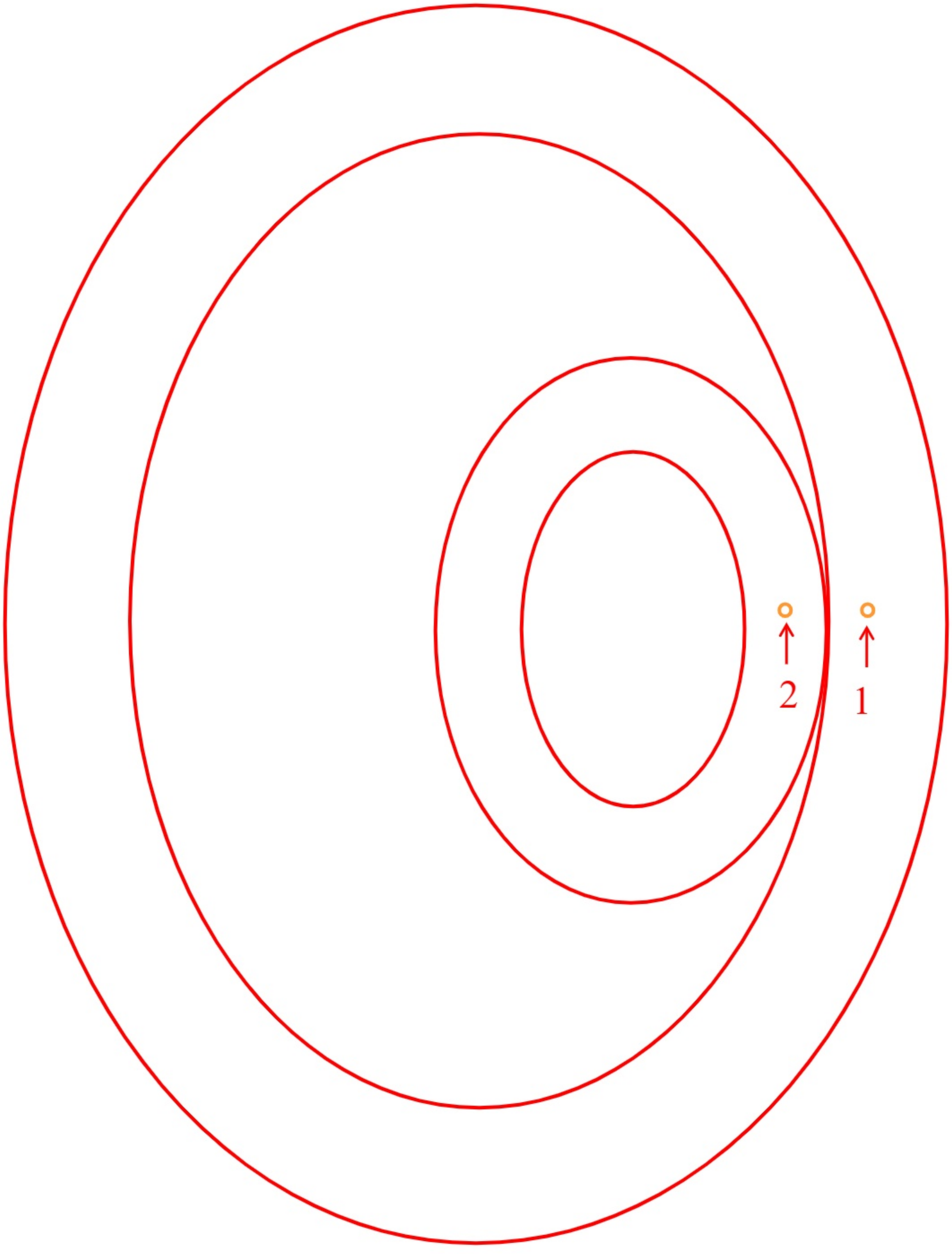

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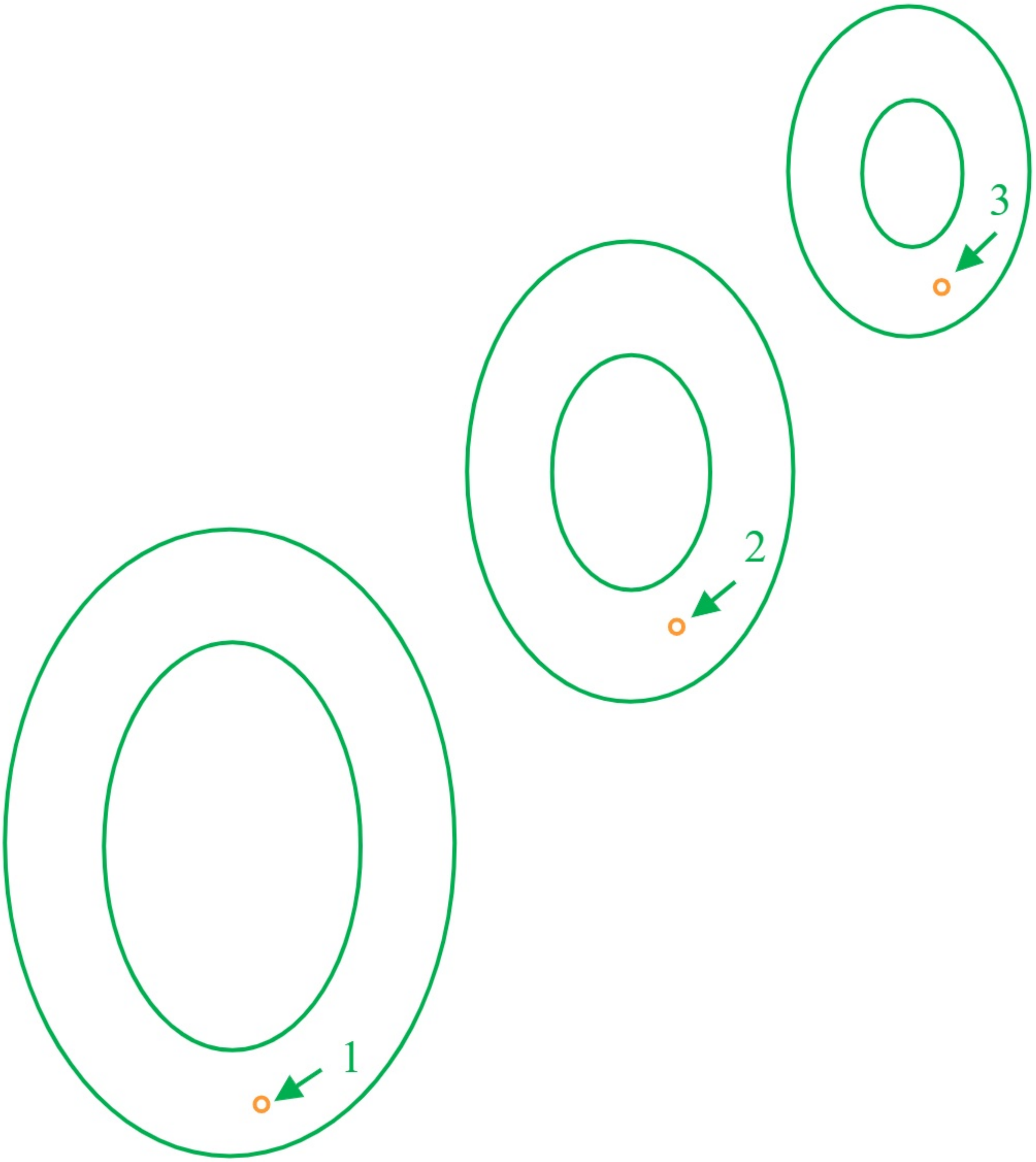

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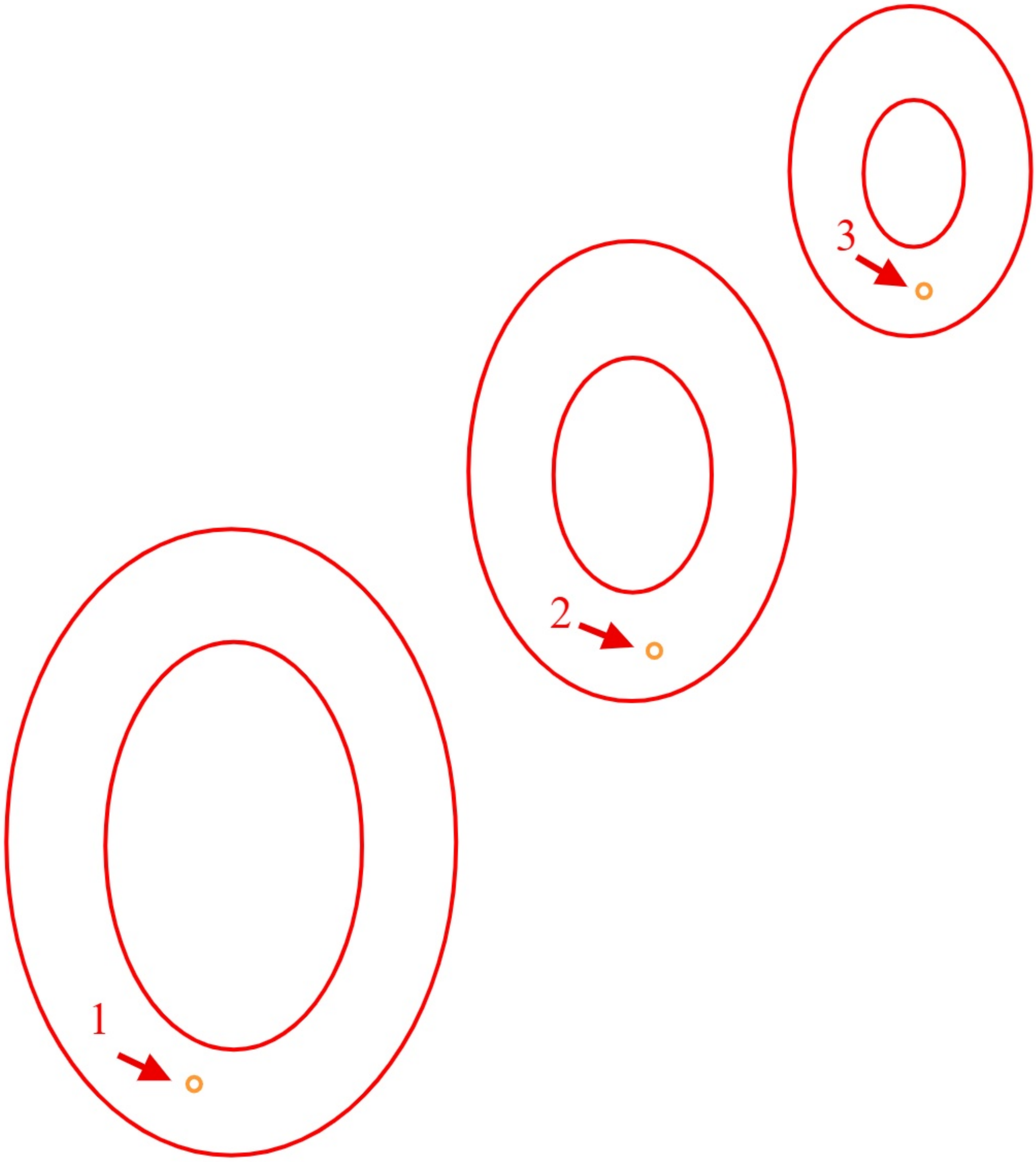

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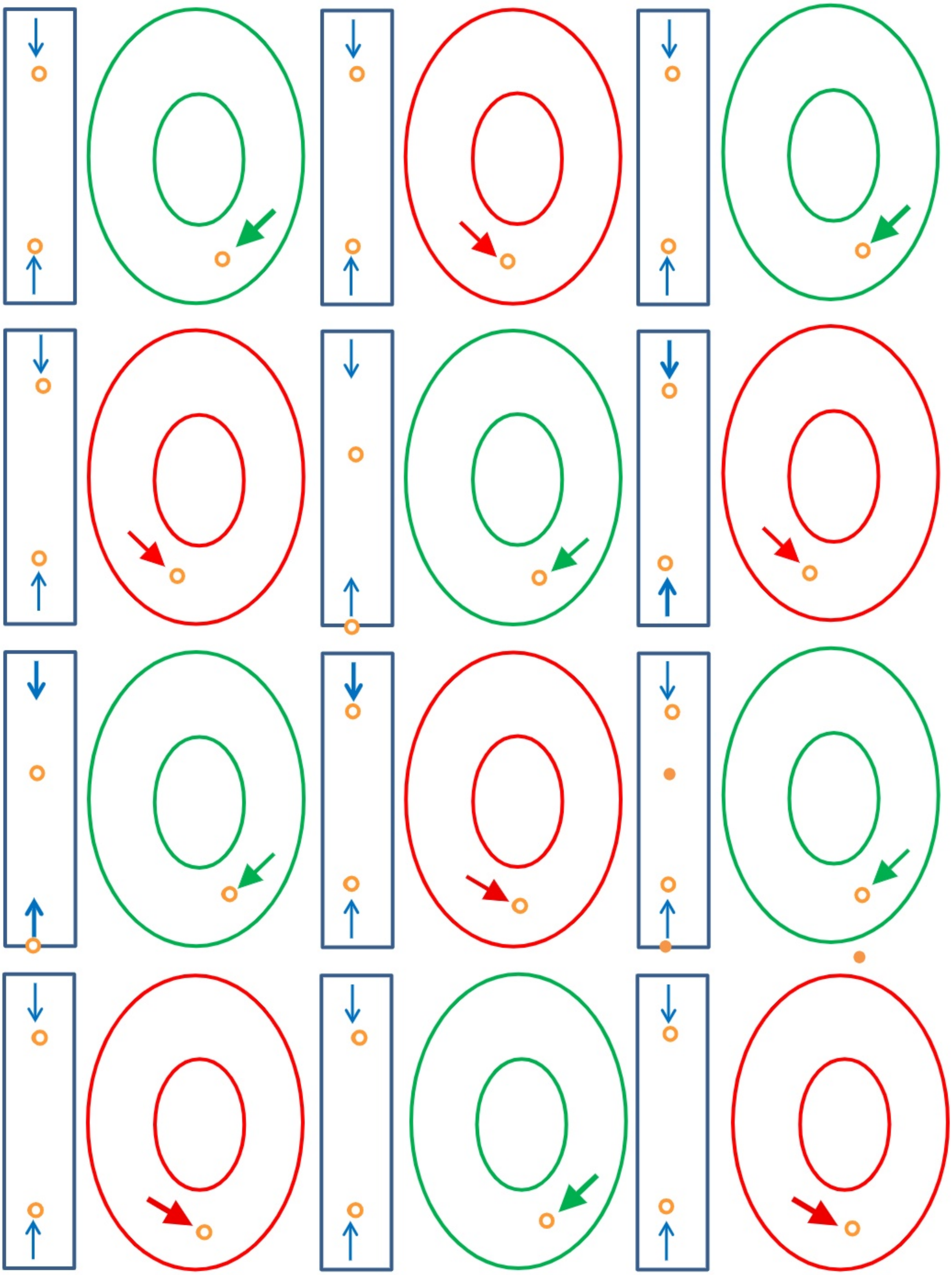
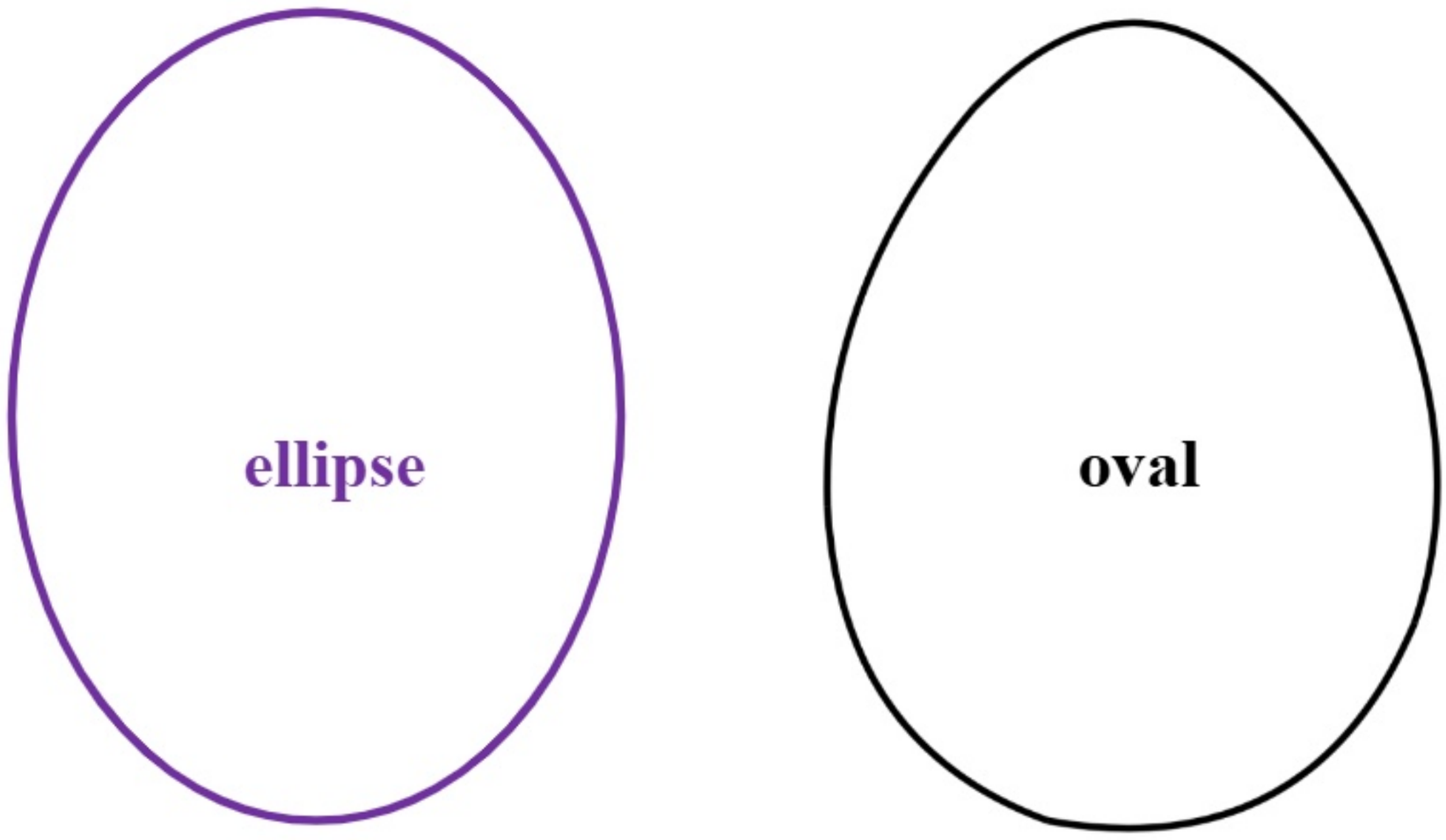


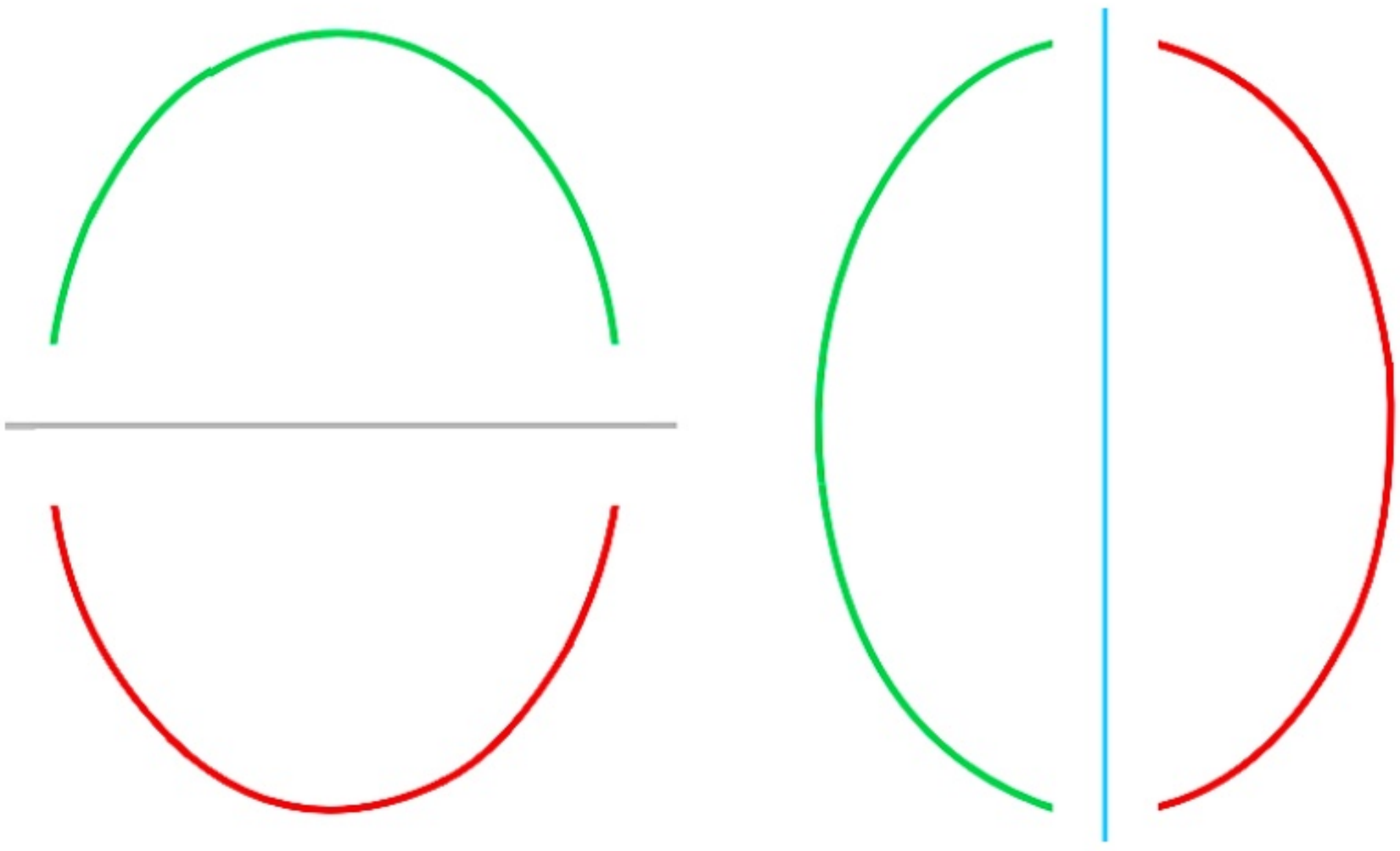
The ellipse

In business penmanship, the ellipse is the main element with which lowercase letters are formed.

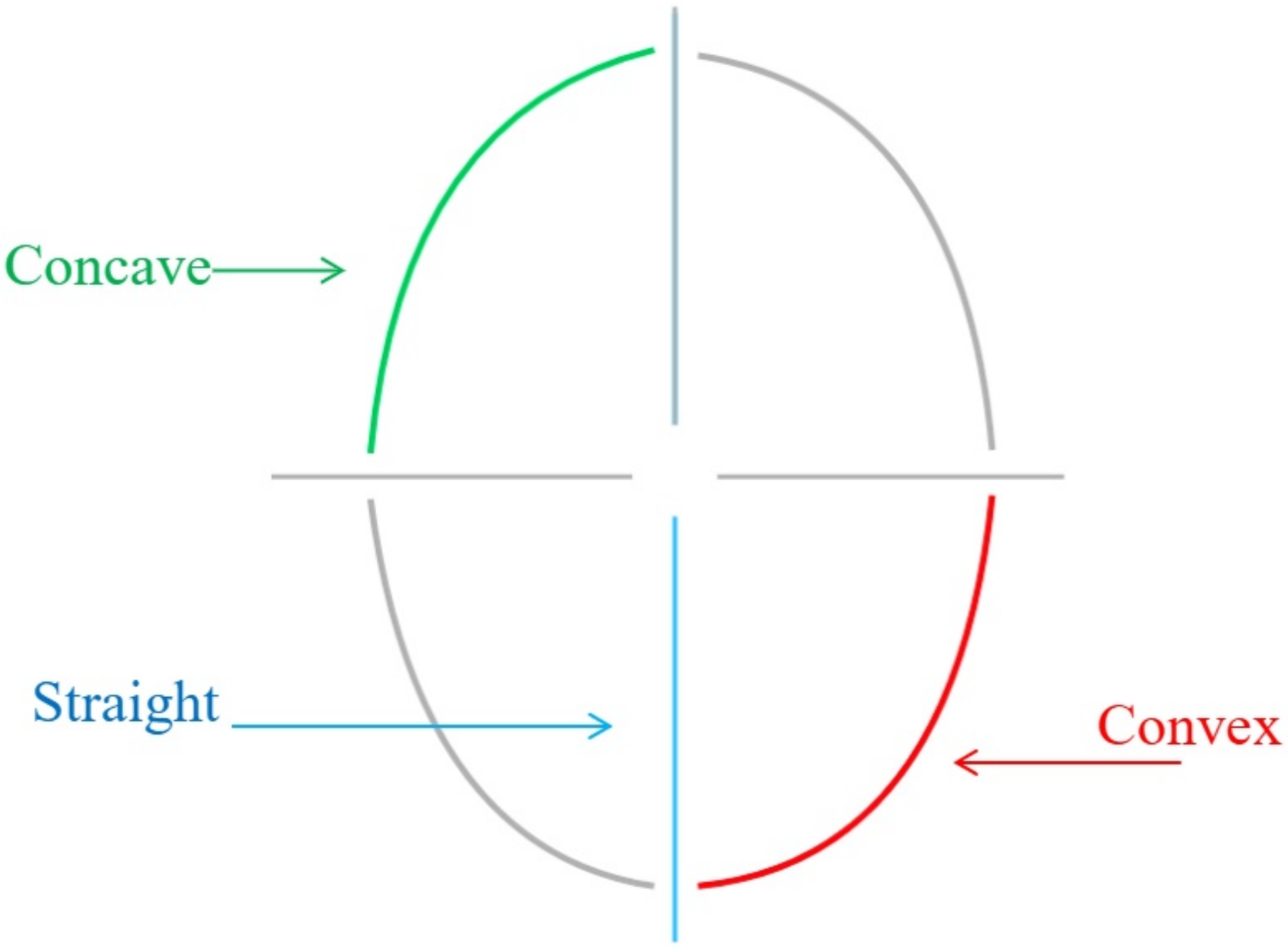
It is important to know from the beginning that the ellipse is different from the oval:



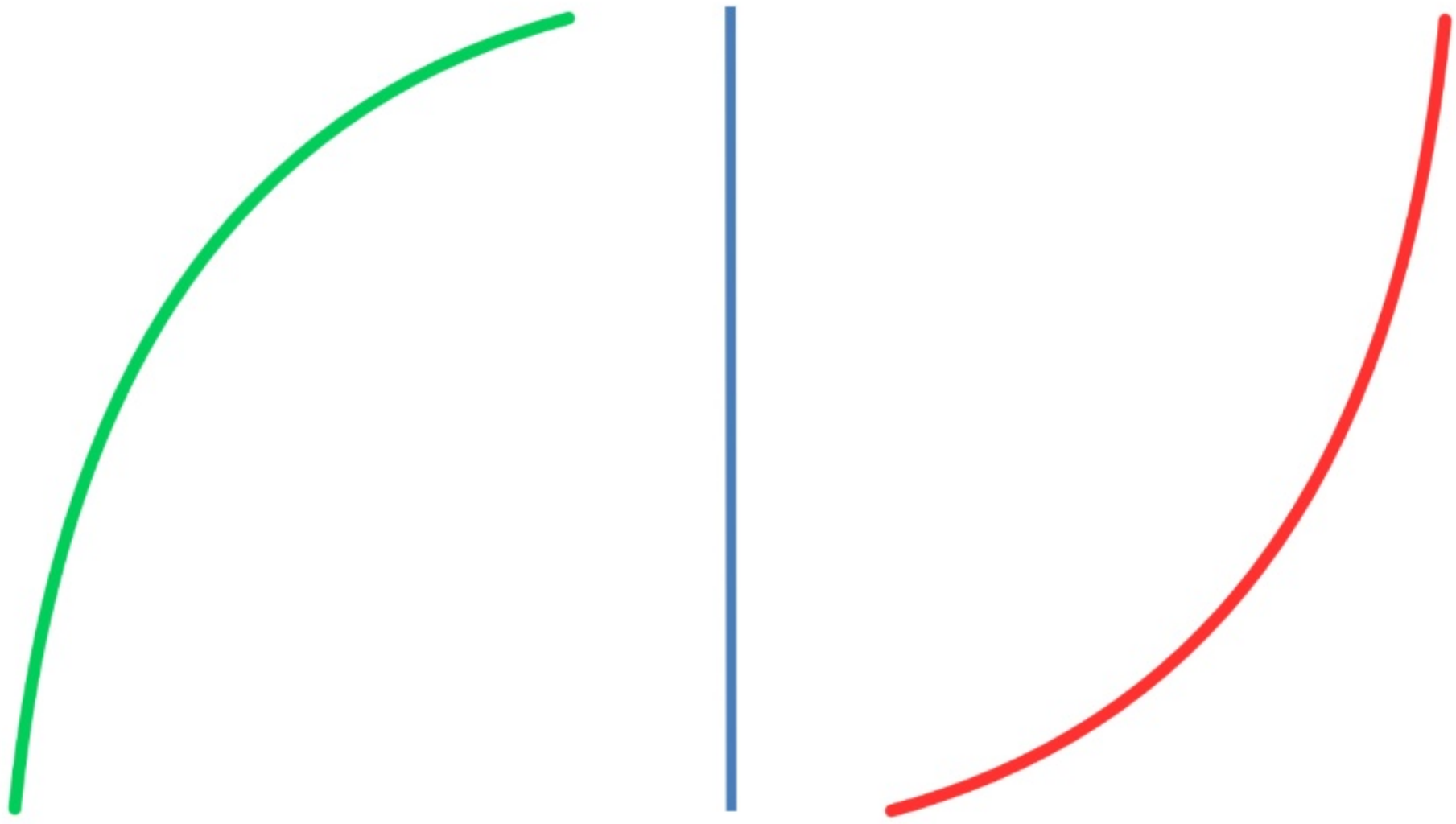
The ellipse has two axes:



By intersecting the two axes, the following three types of lines result:



These three lines contribute to the formation of lowercase letters:



Lowercase letters

I have organized the 26 letters into 5 groups, as follows:

-group 1 (i, u, w, e, c, s, r)

- group 2 (n, m, v, o, a, x)

- group 3 (t, p, d, q)

- group 4 (l, b, h, k)

- group 5 (j, y, g, z, f)

I have reserved two pages for each letter, as follows:

- the first is only informative: the lines that make up the letter are displayed (do not draw anything on this page).

- the second page shows the letter in gray and the arrows that indicate the order in which you will draw.

You will place your finger/pencil directly on the gray outline of the letter, following the direction indicated by the arrows, in their numerical order.

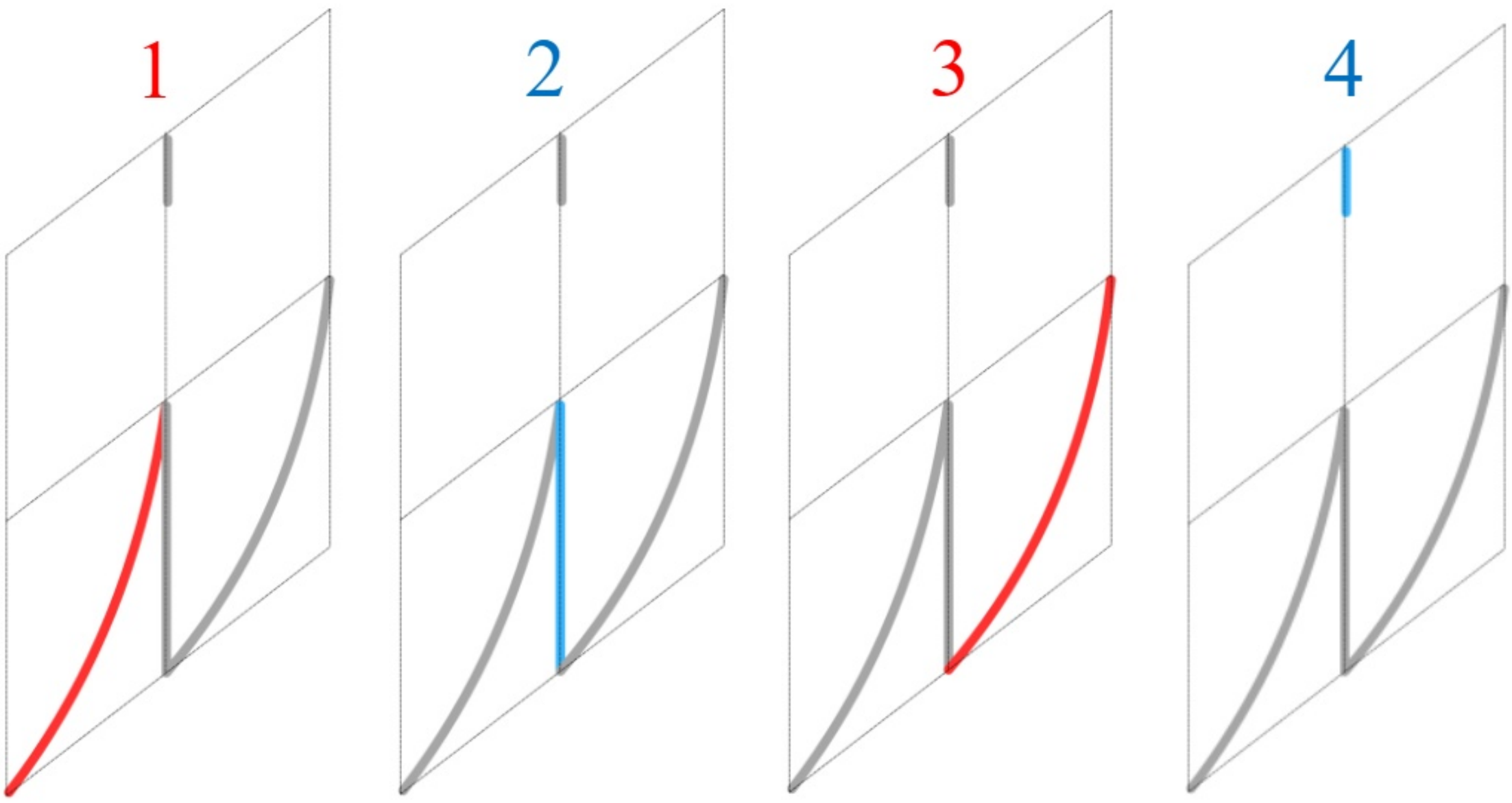
When you reach this orange circle ○, hold your finger/pencil in place for 2 seconds before changing the direction indicated by the arrows.

Practice first with your index finger, then use the mechanical pencil, as I explained on page 5.

The punctuation marks (the dot of the i or the dash of the t) will be drawn at the end.

Group 1

i u w e c s r



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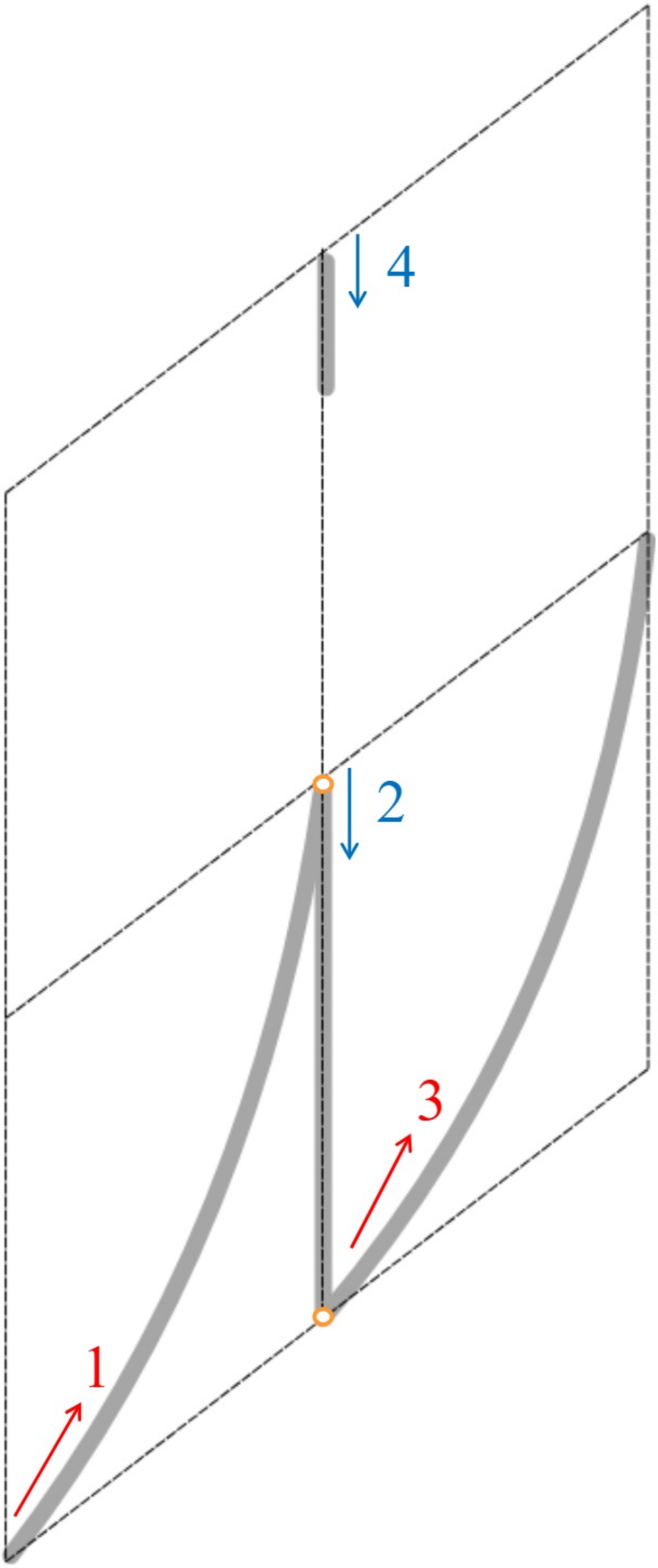
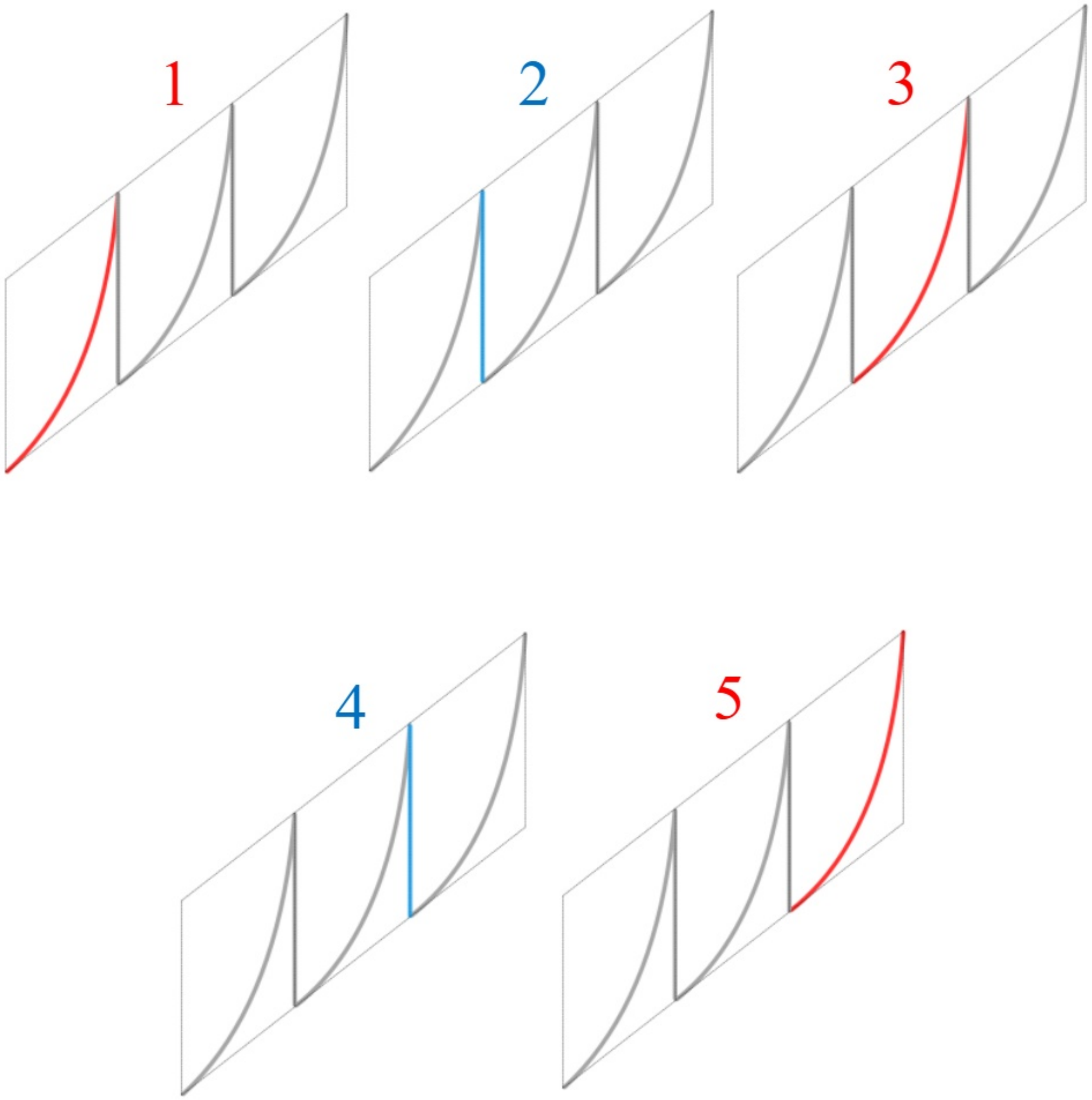


Group 1

i **u** w e c s r



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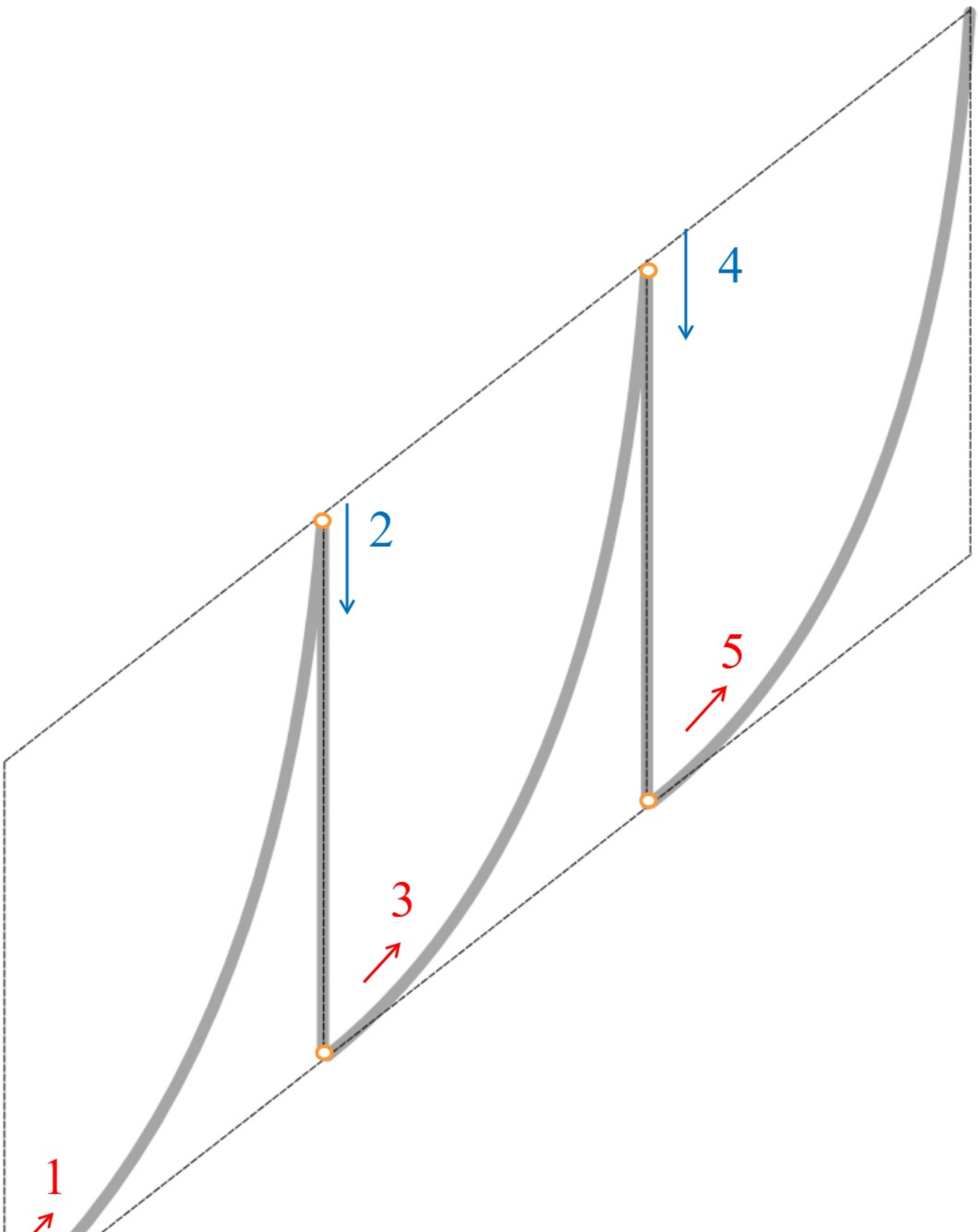
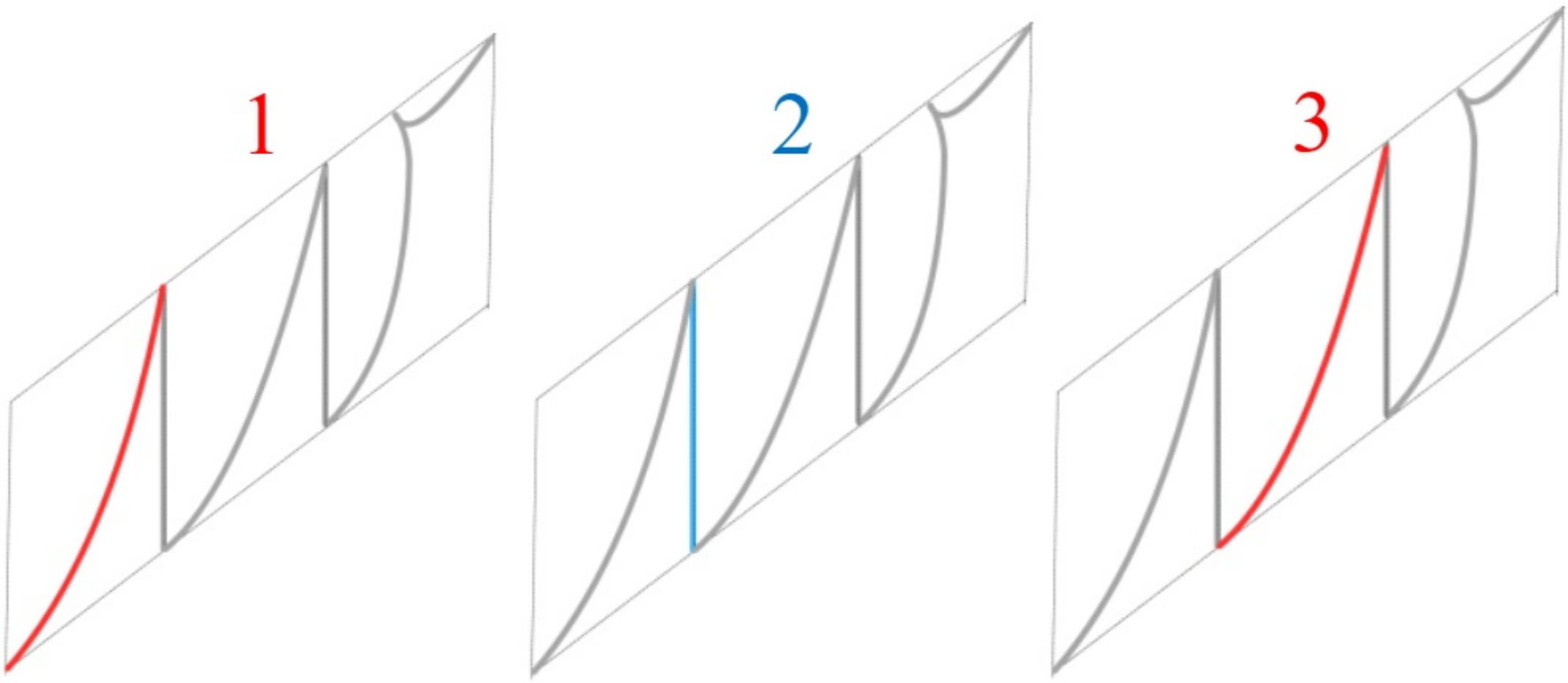
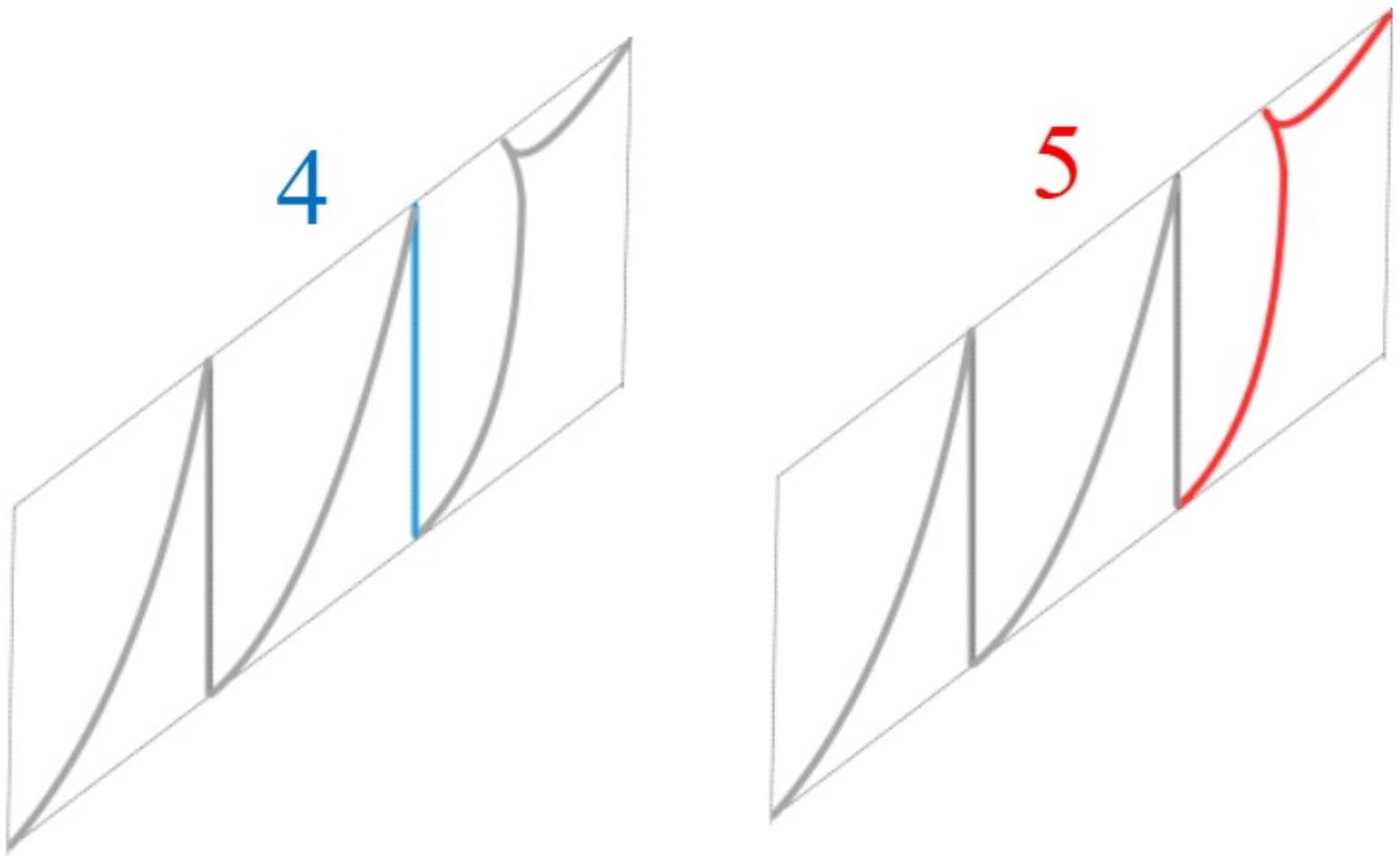


Group 1

i u **w** e c s r





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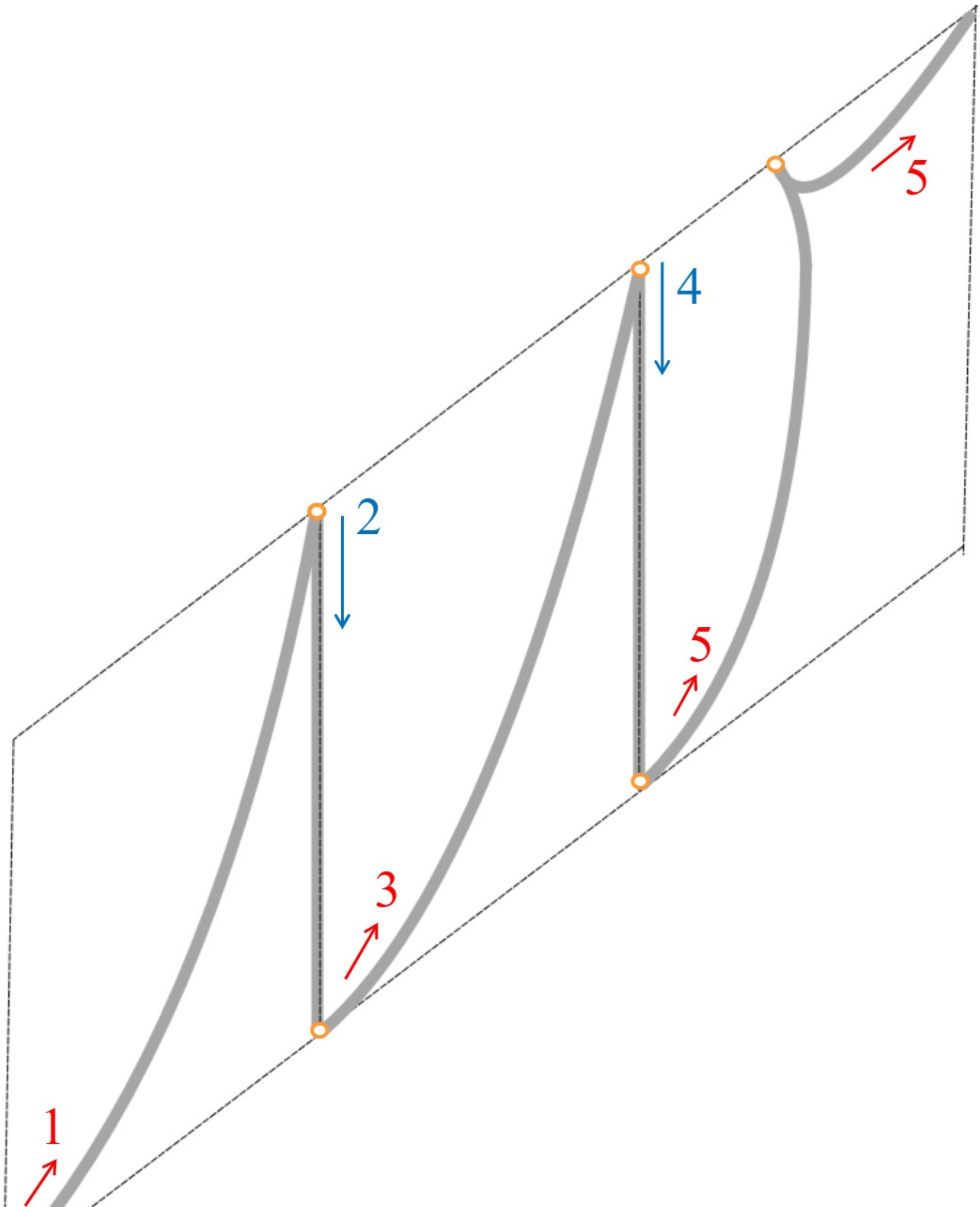
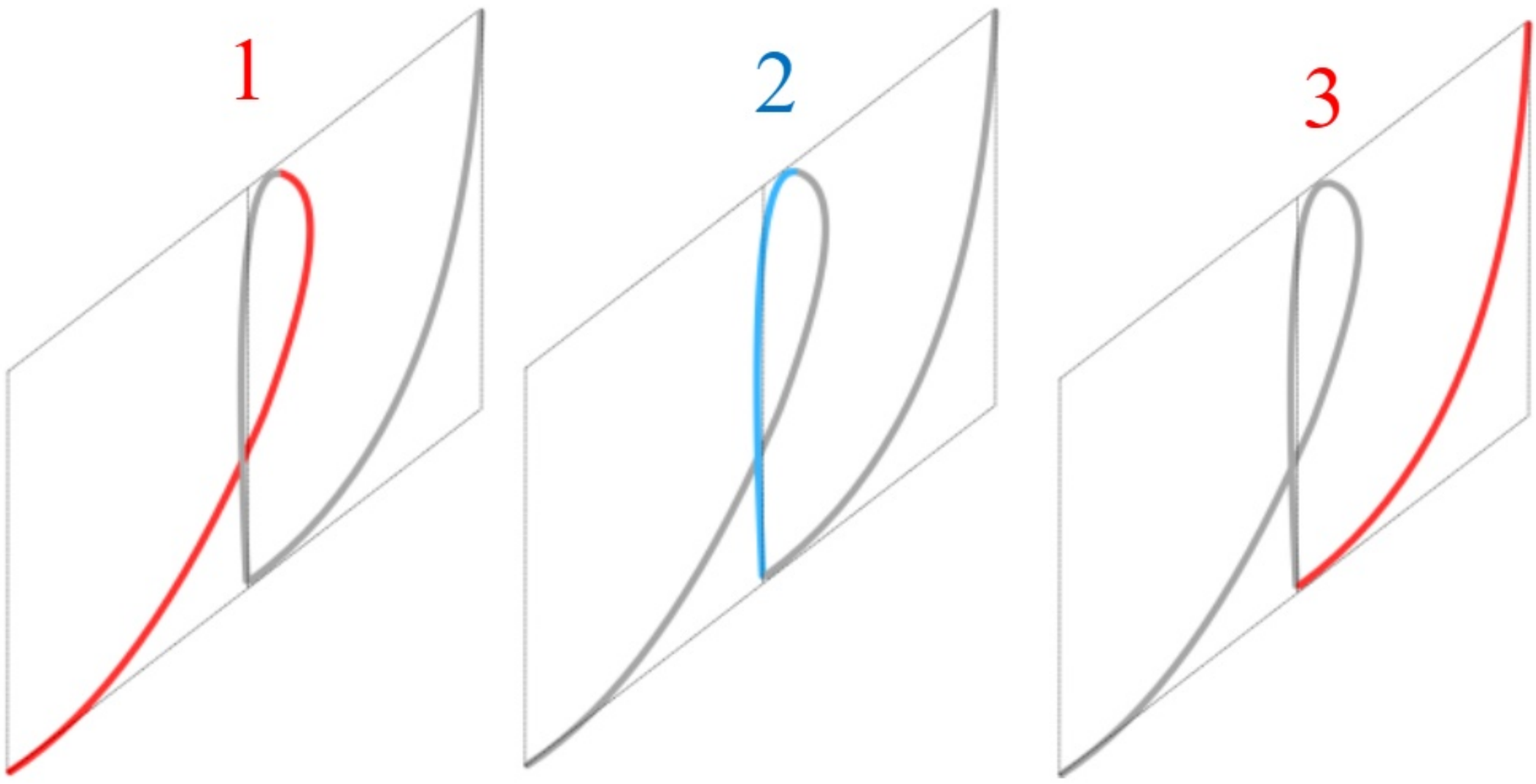


Group 1

i u w **e** c s r



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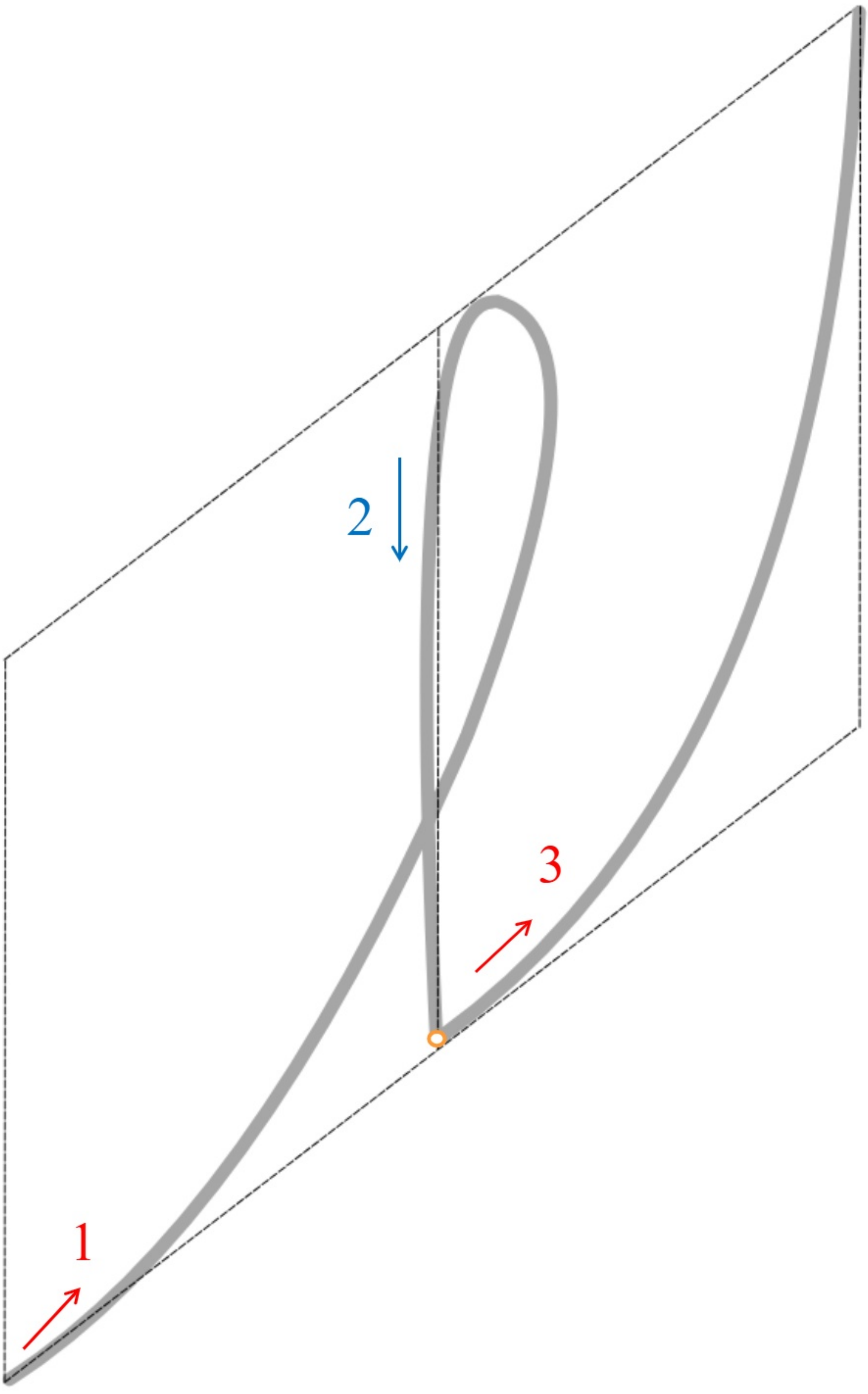
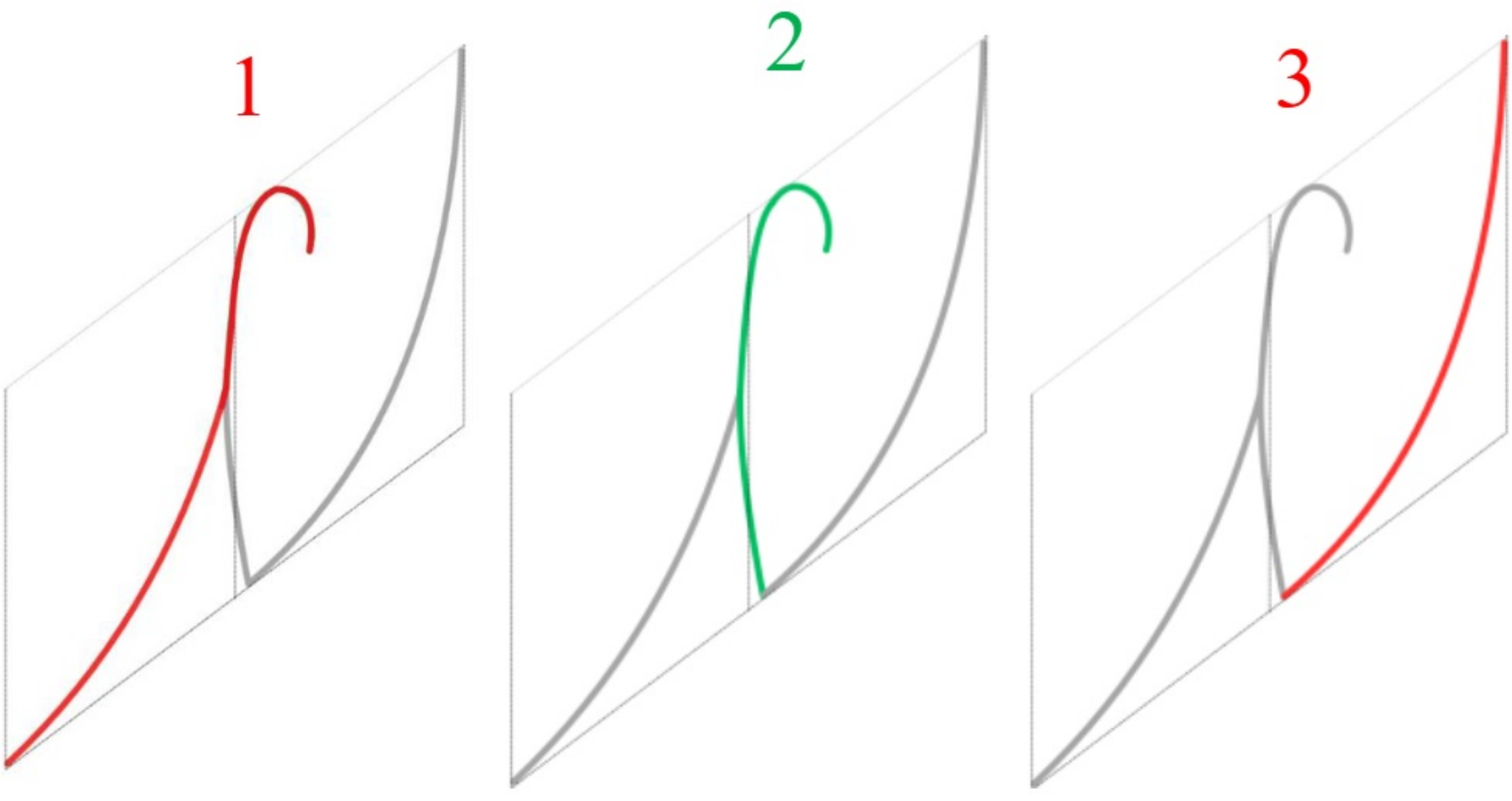


Group 1

i u w e **c** s r



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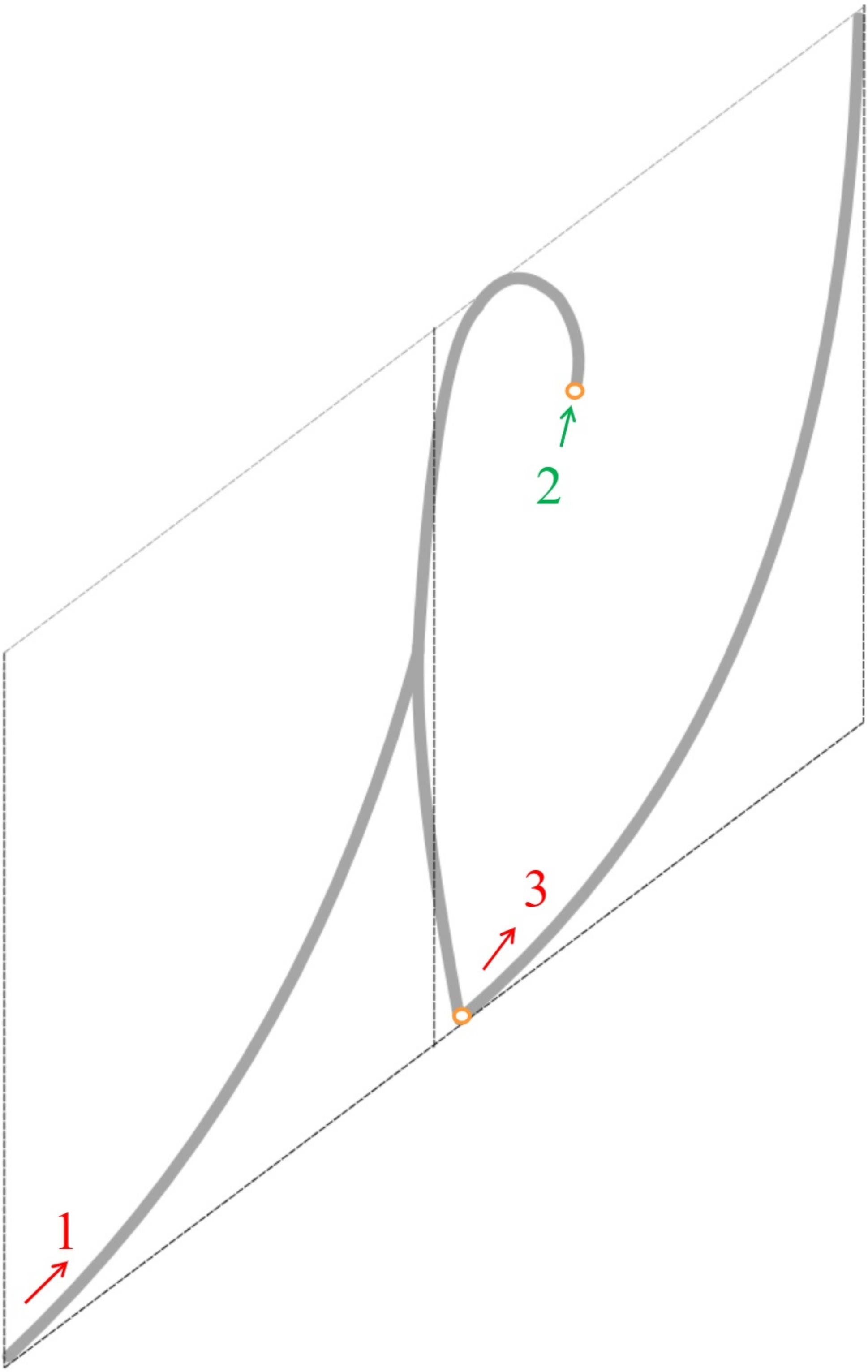
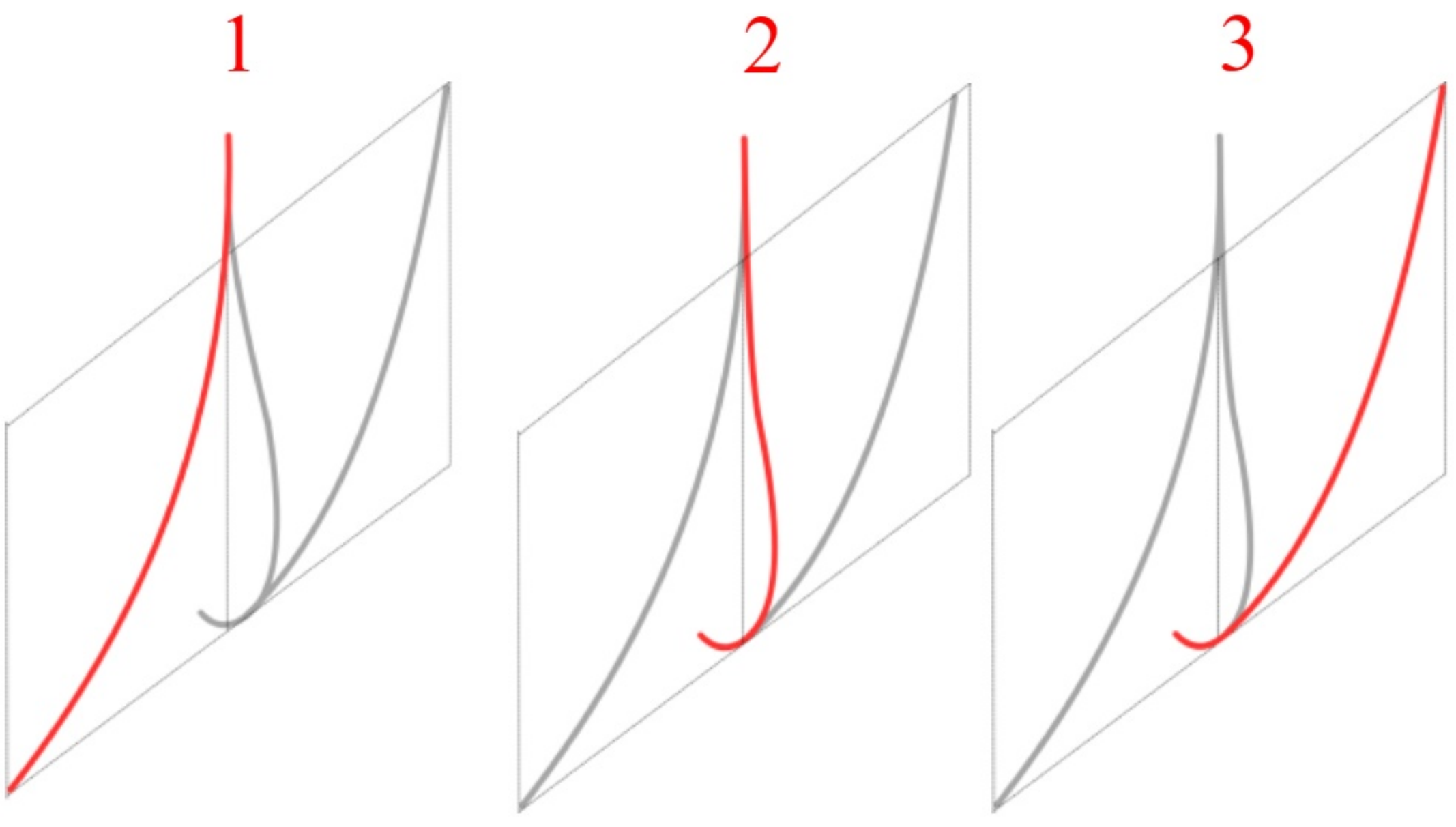


Group 1

i u w e c **s** r



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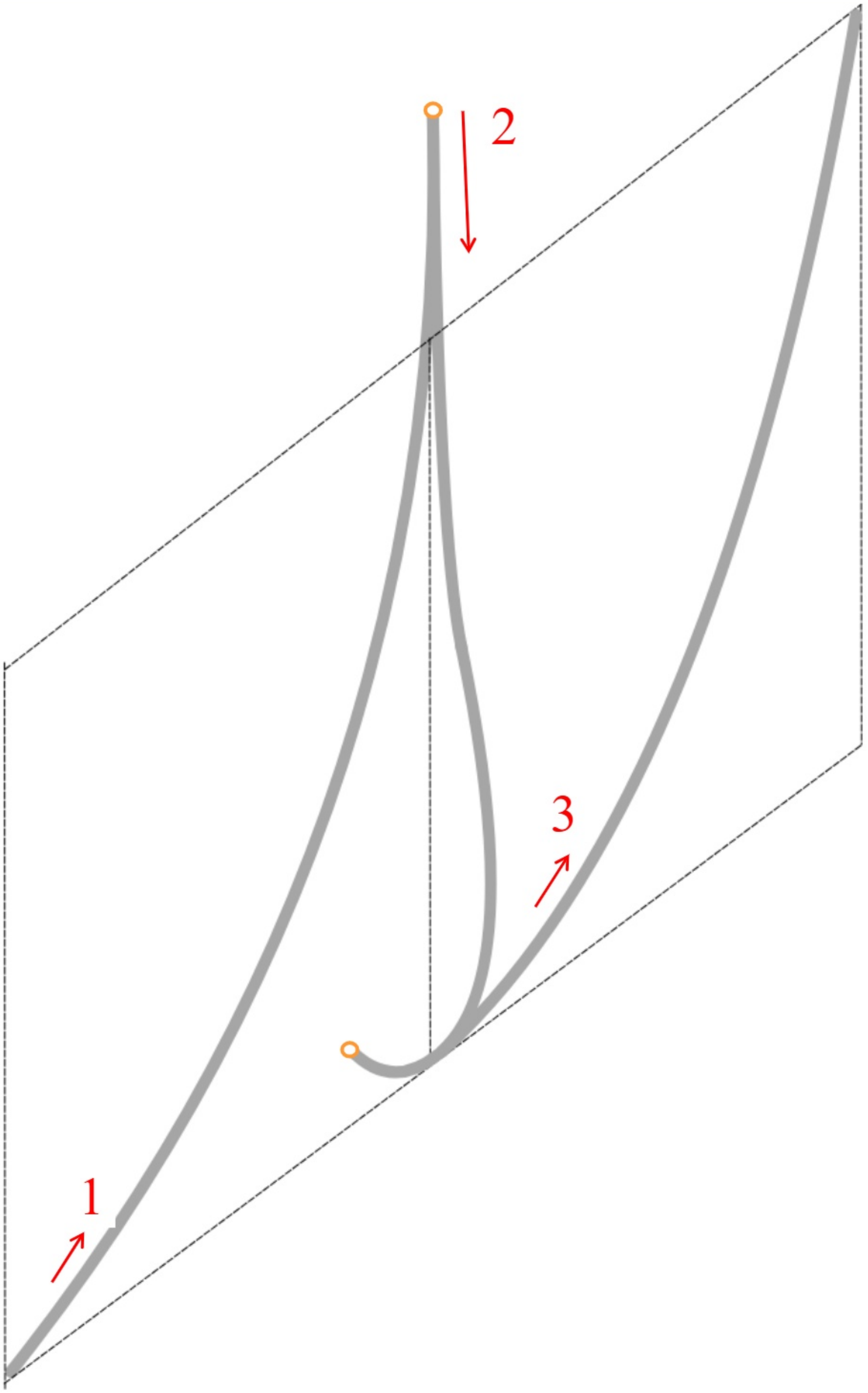
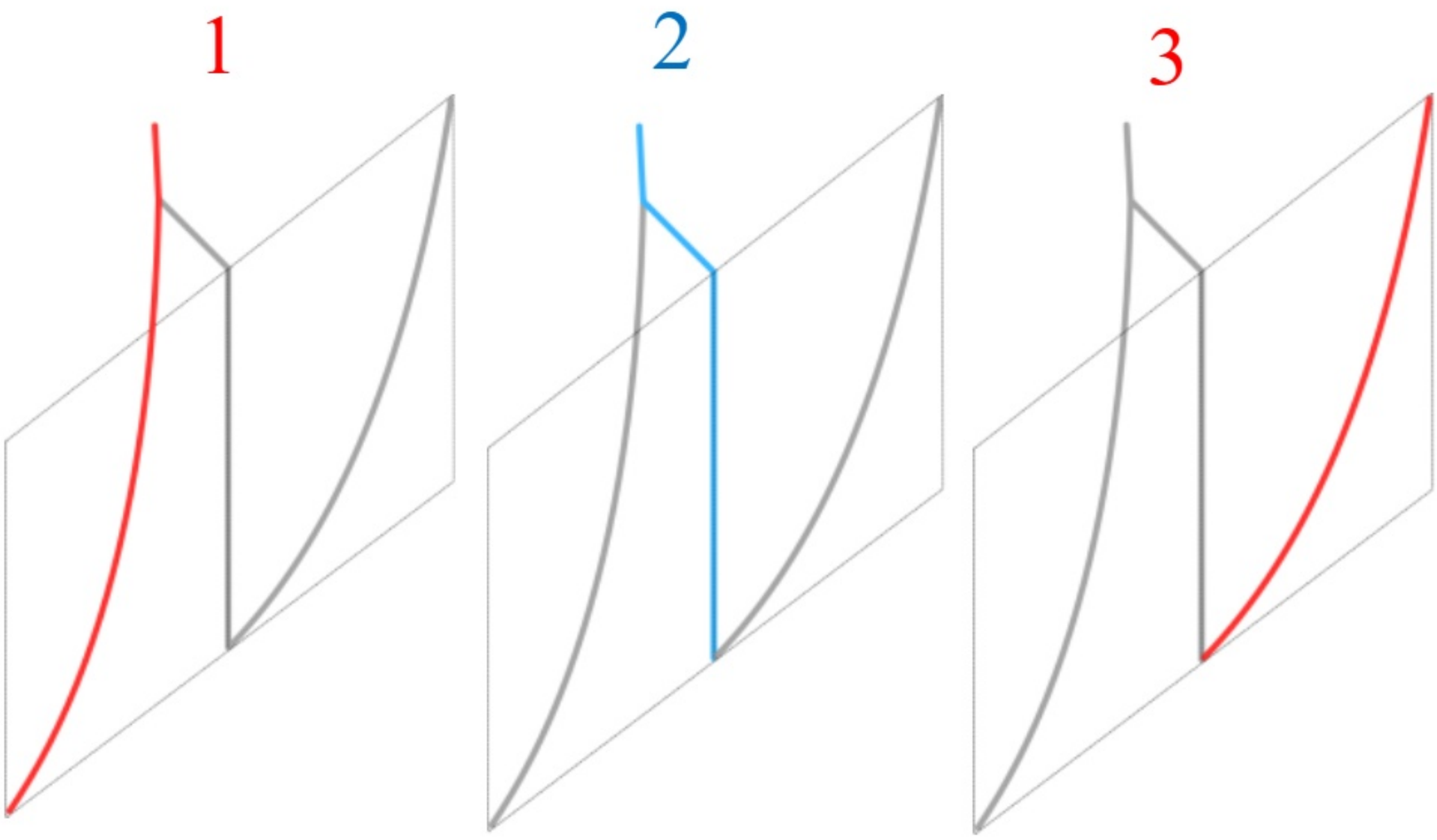


Group 1

i u w e c s r



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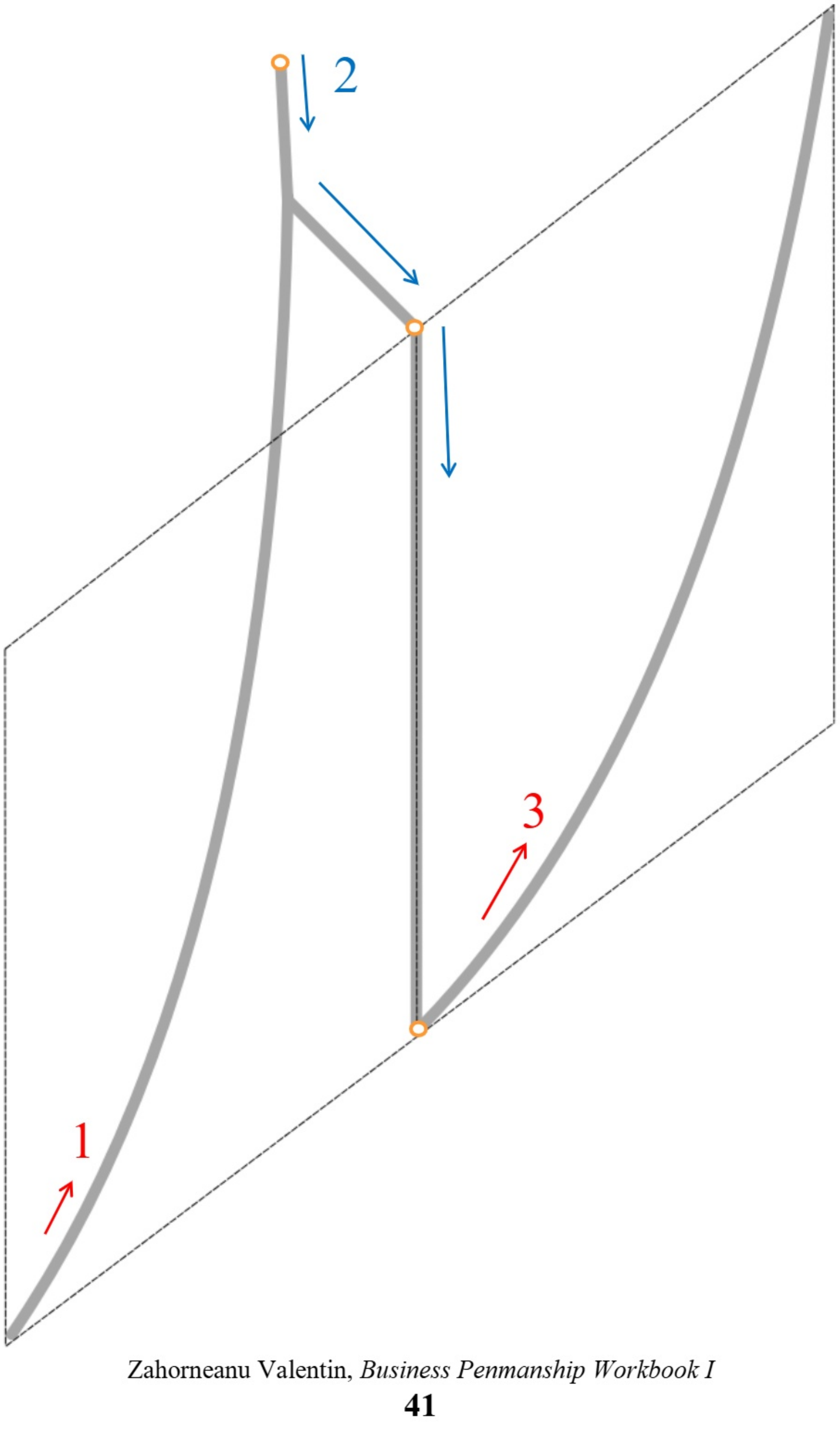
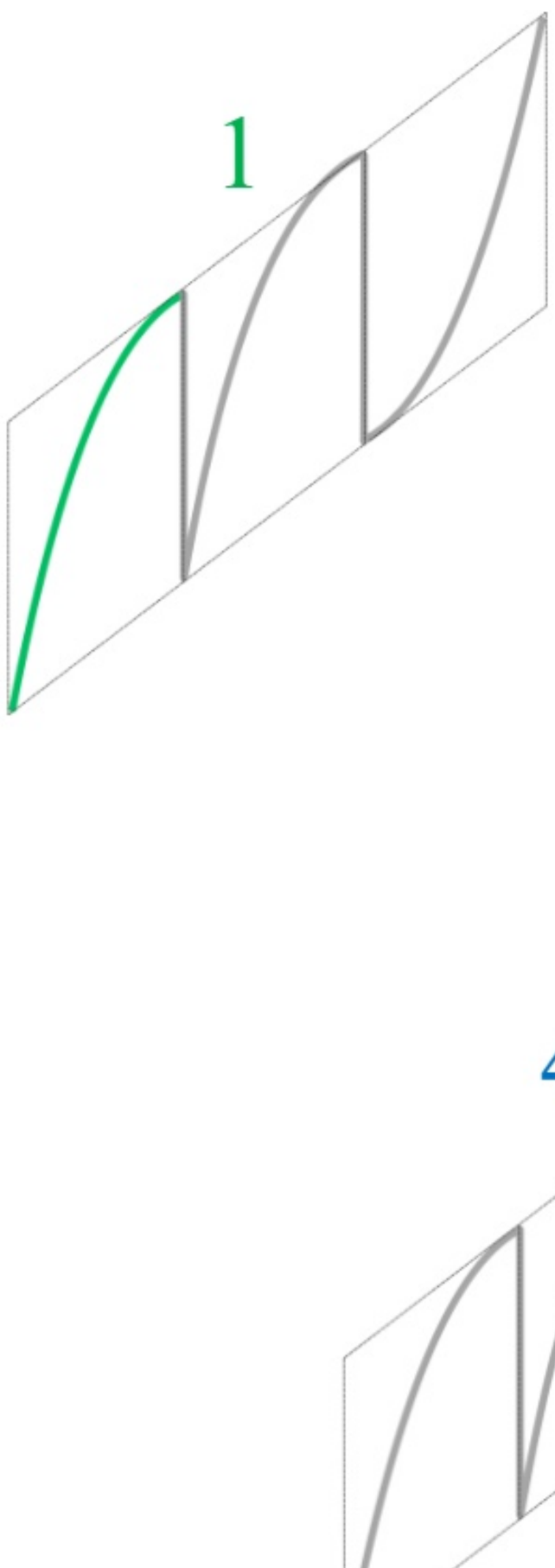
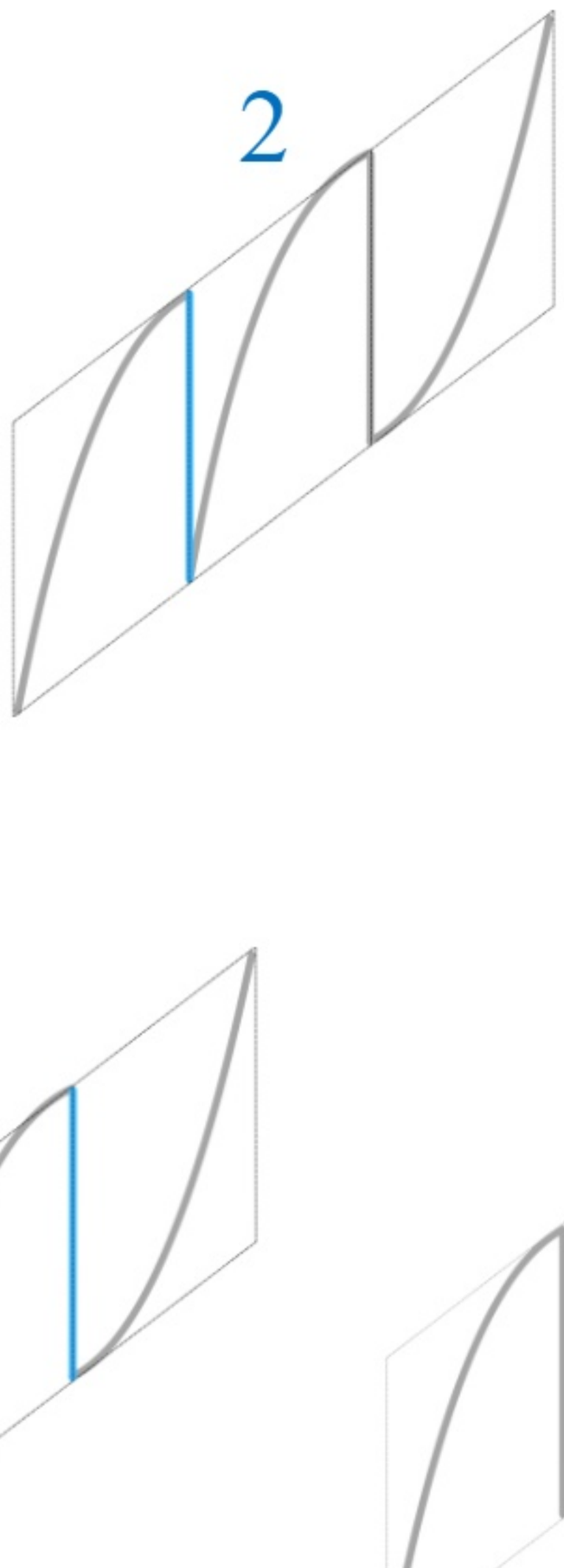
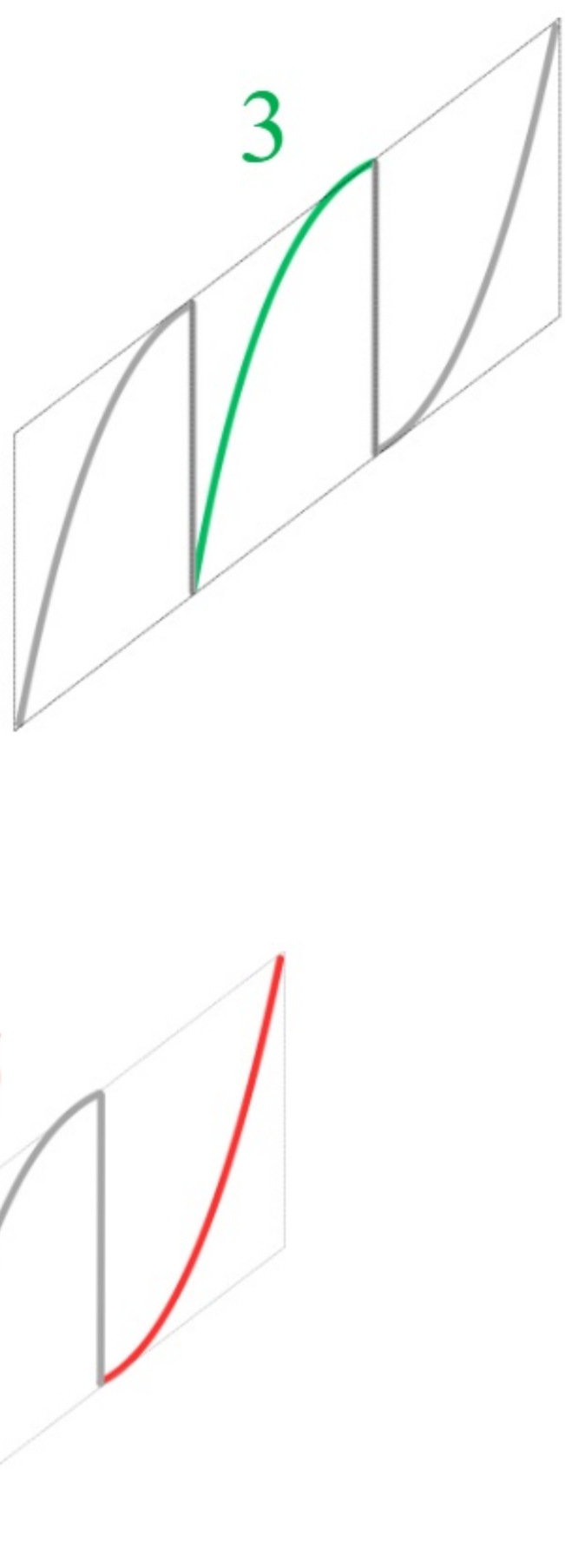


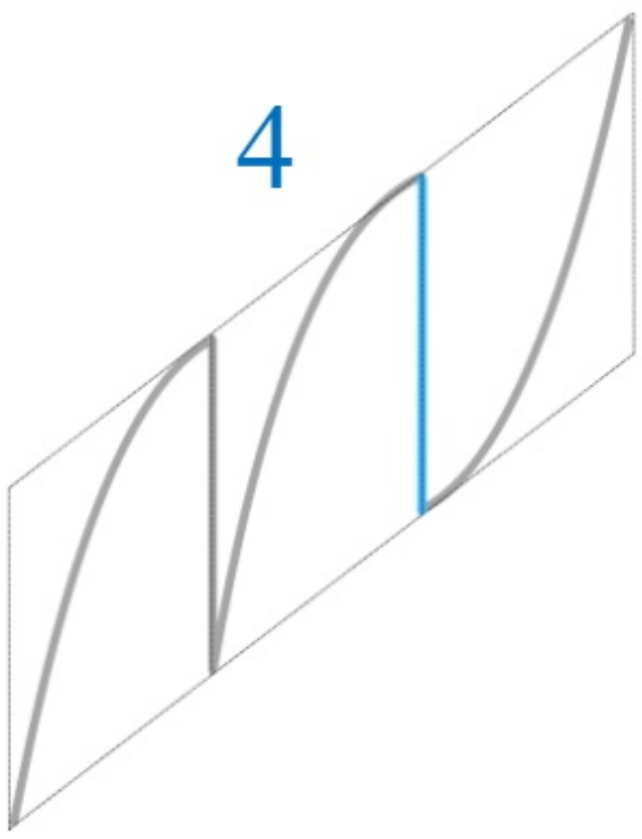
Group 2

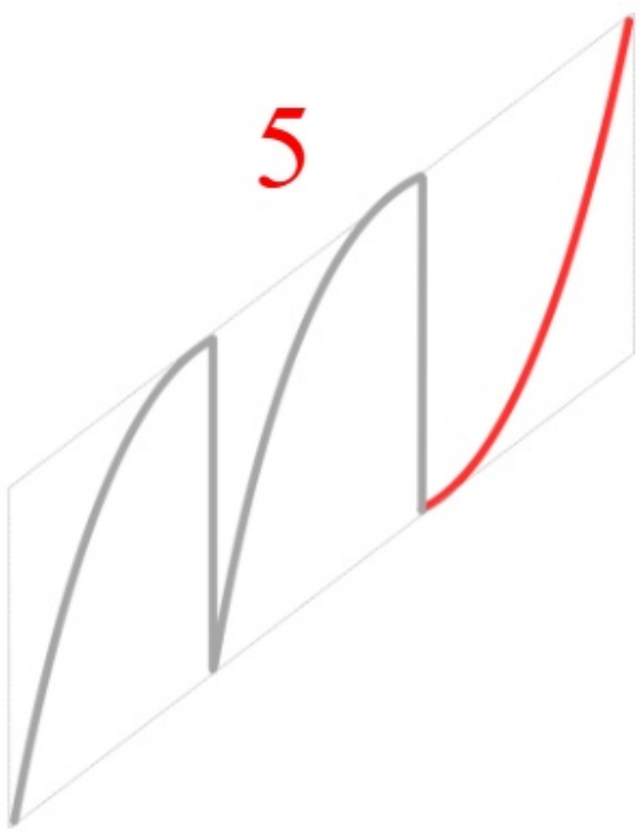
n m v o a x











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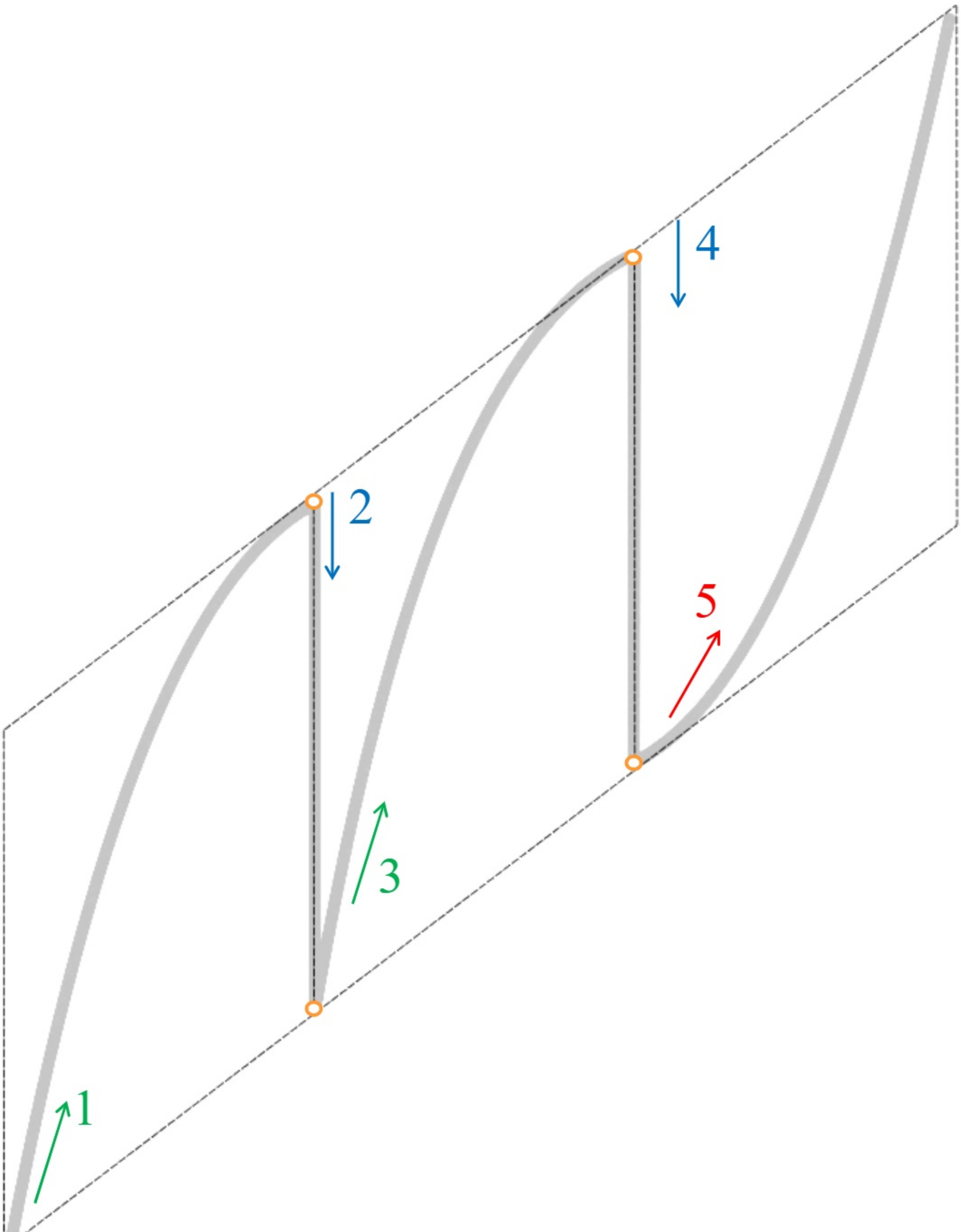
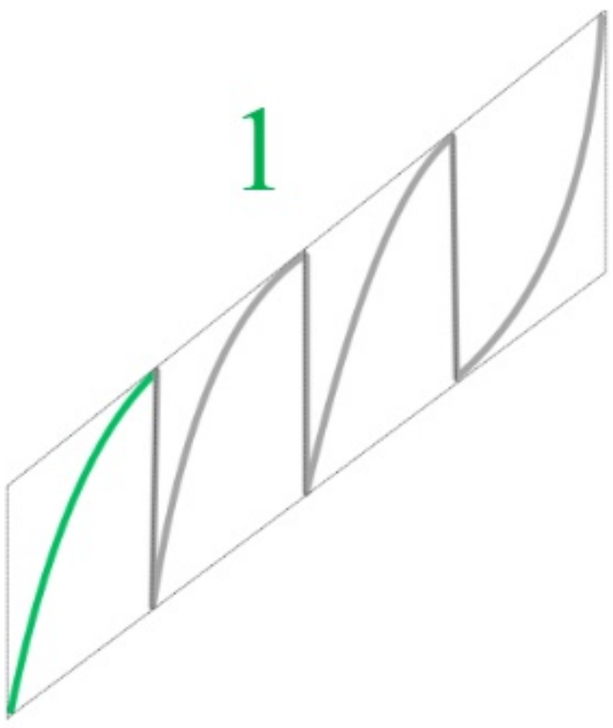
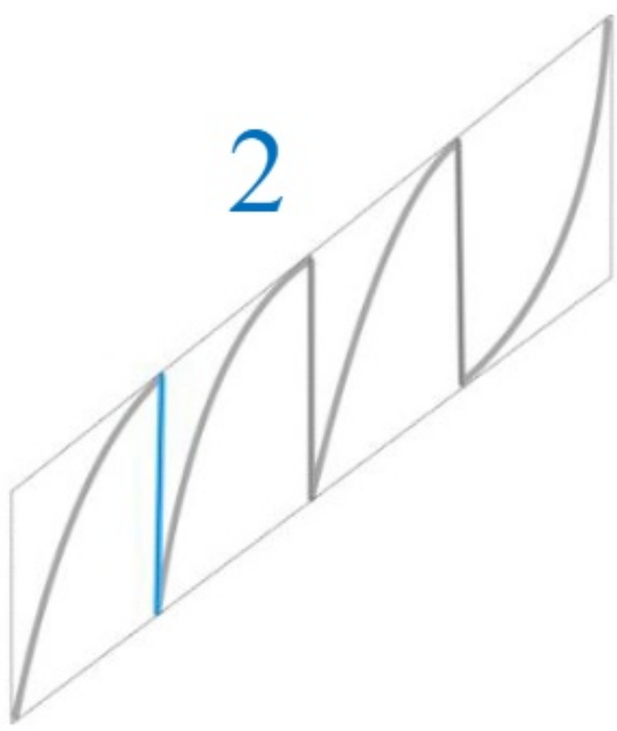
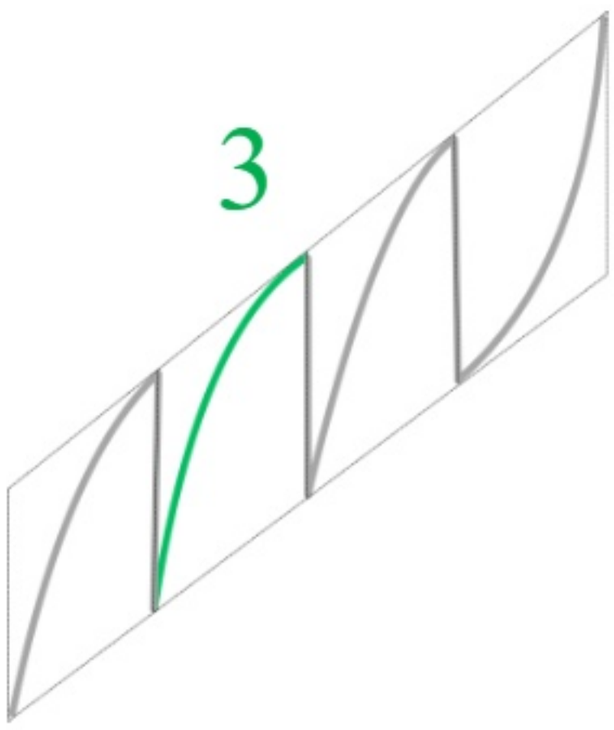


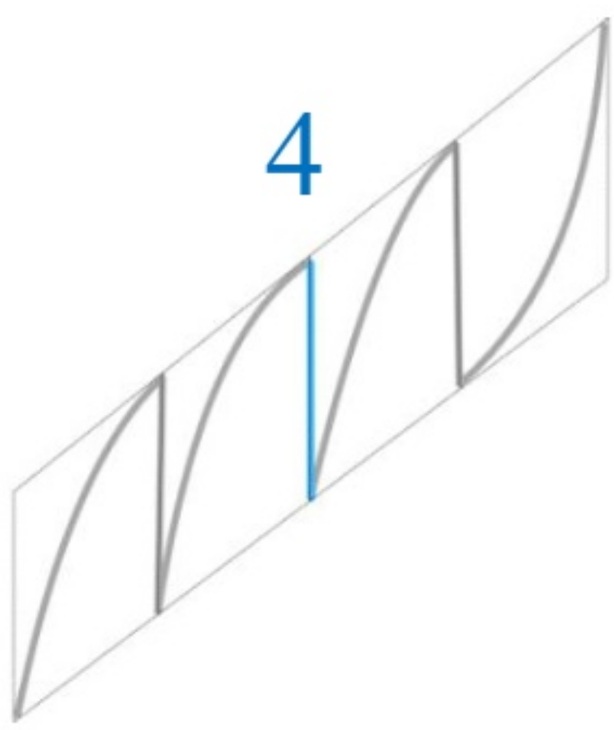
Group 2

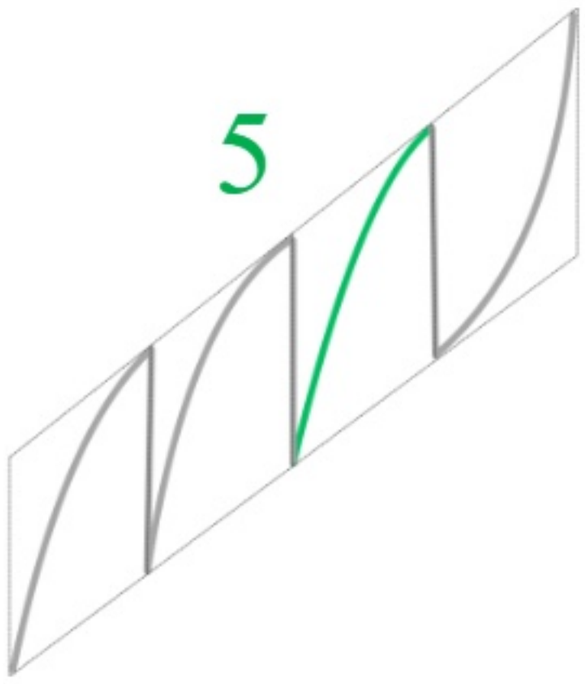
n **m** v o a x

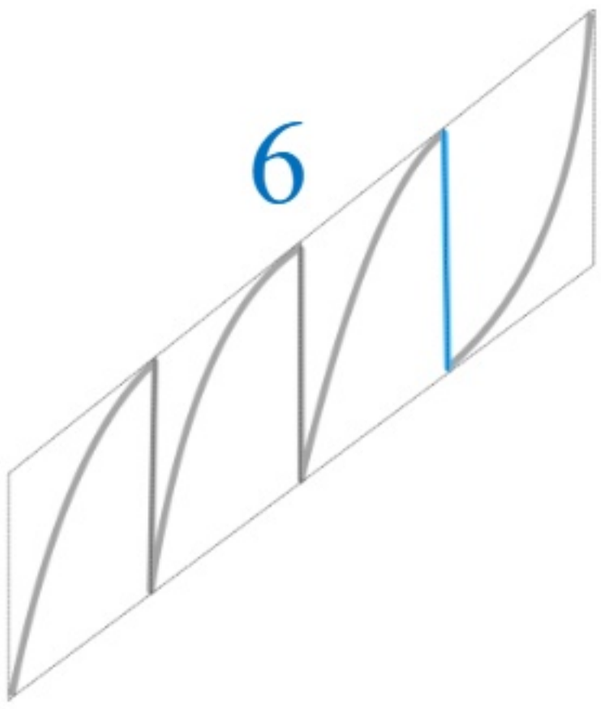


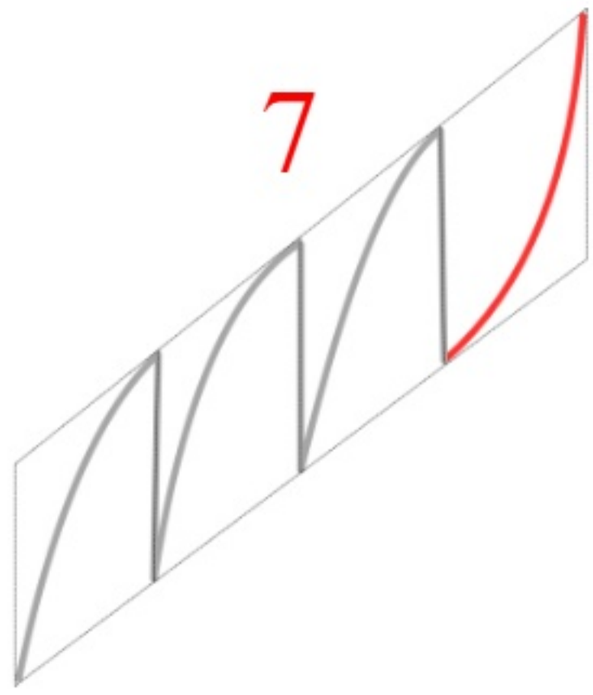












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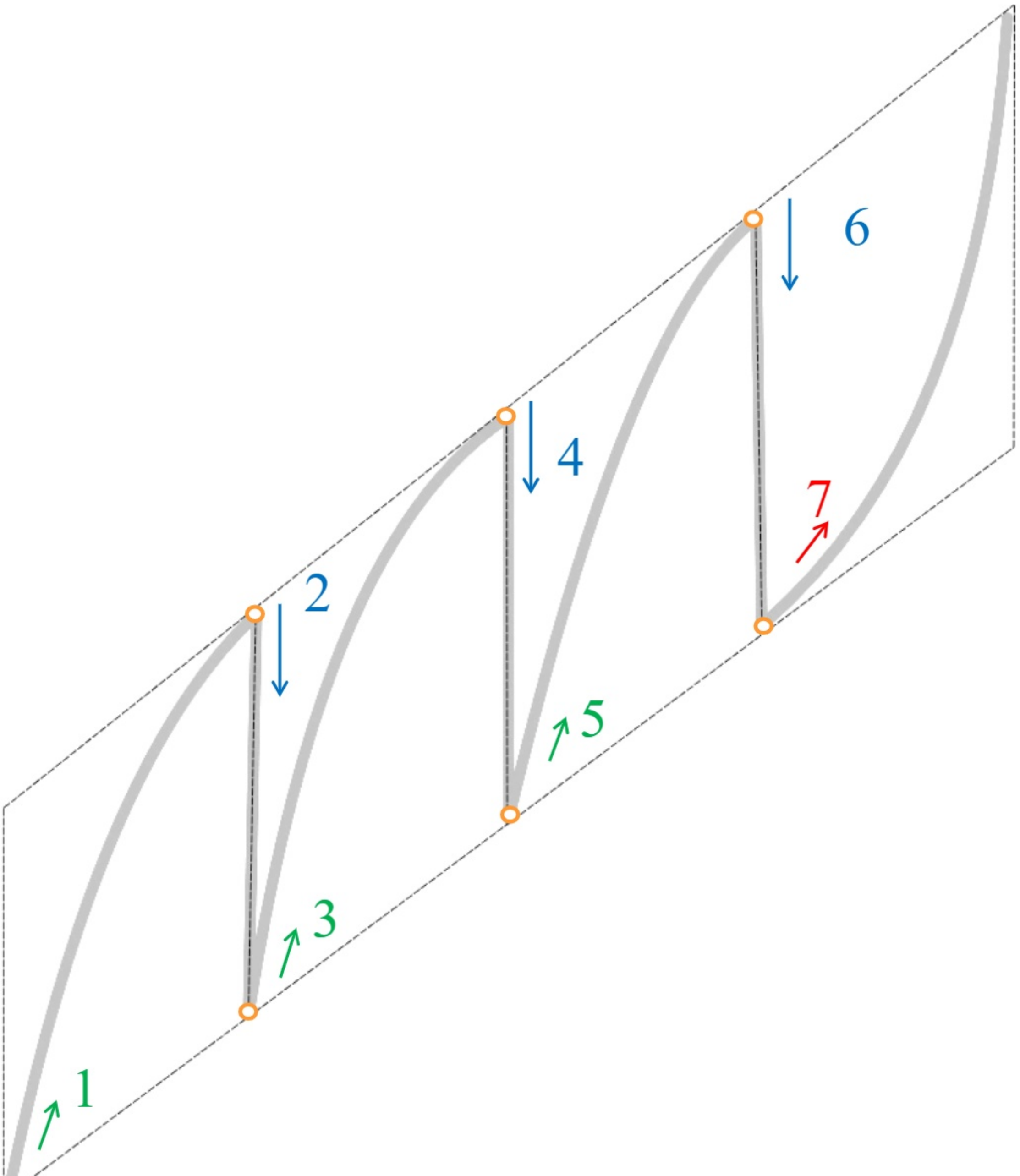

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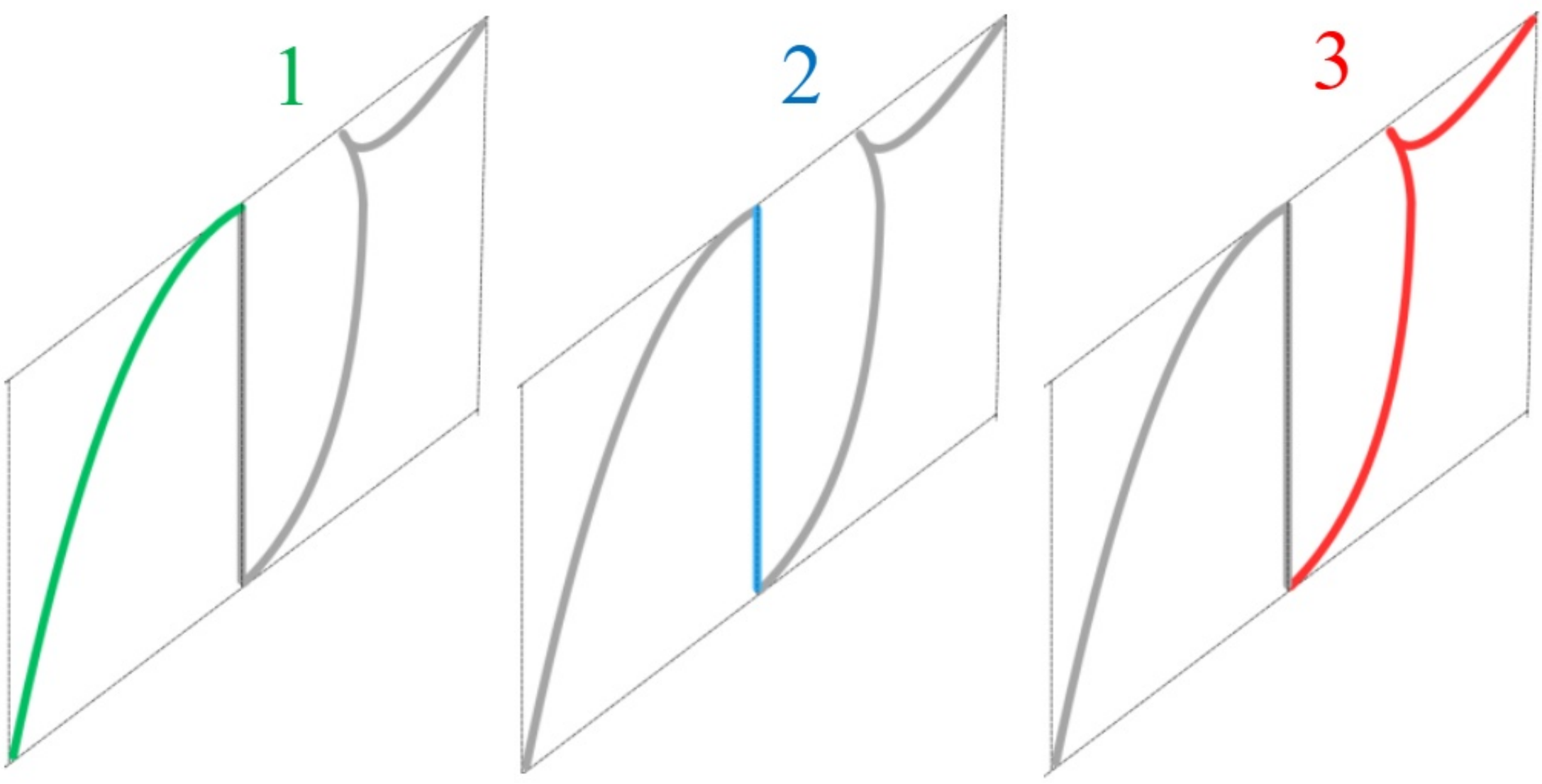

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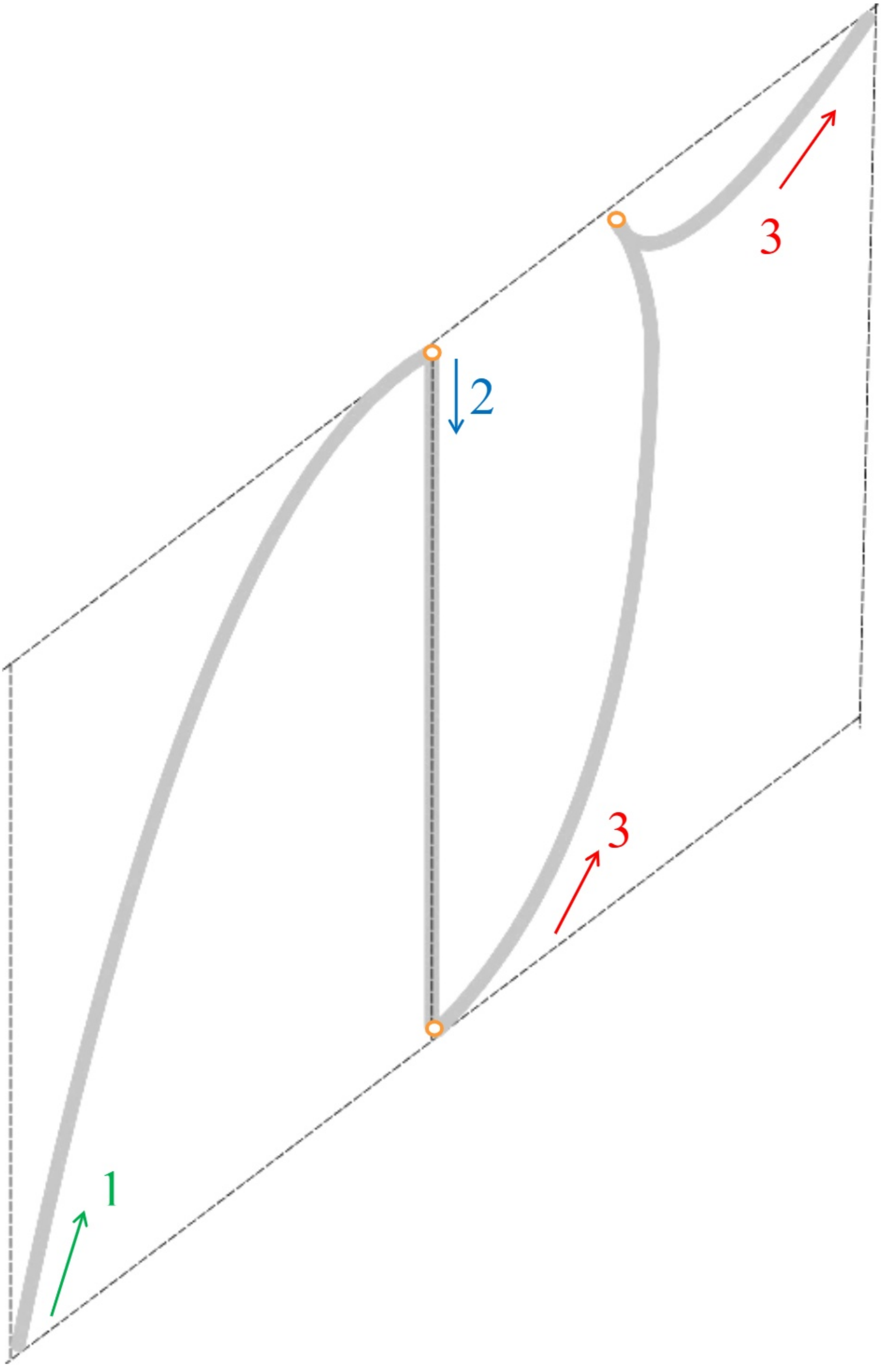

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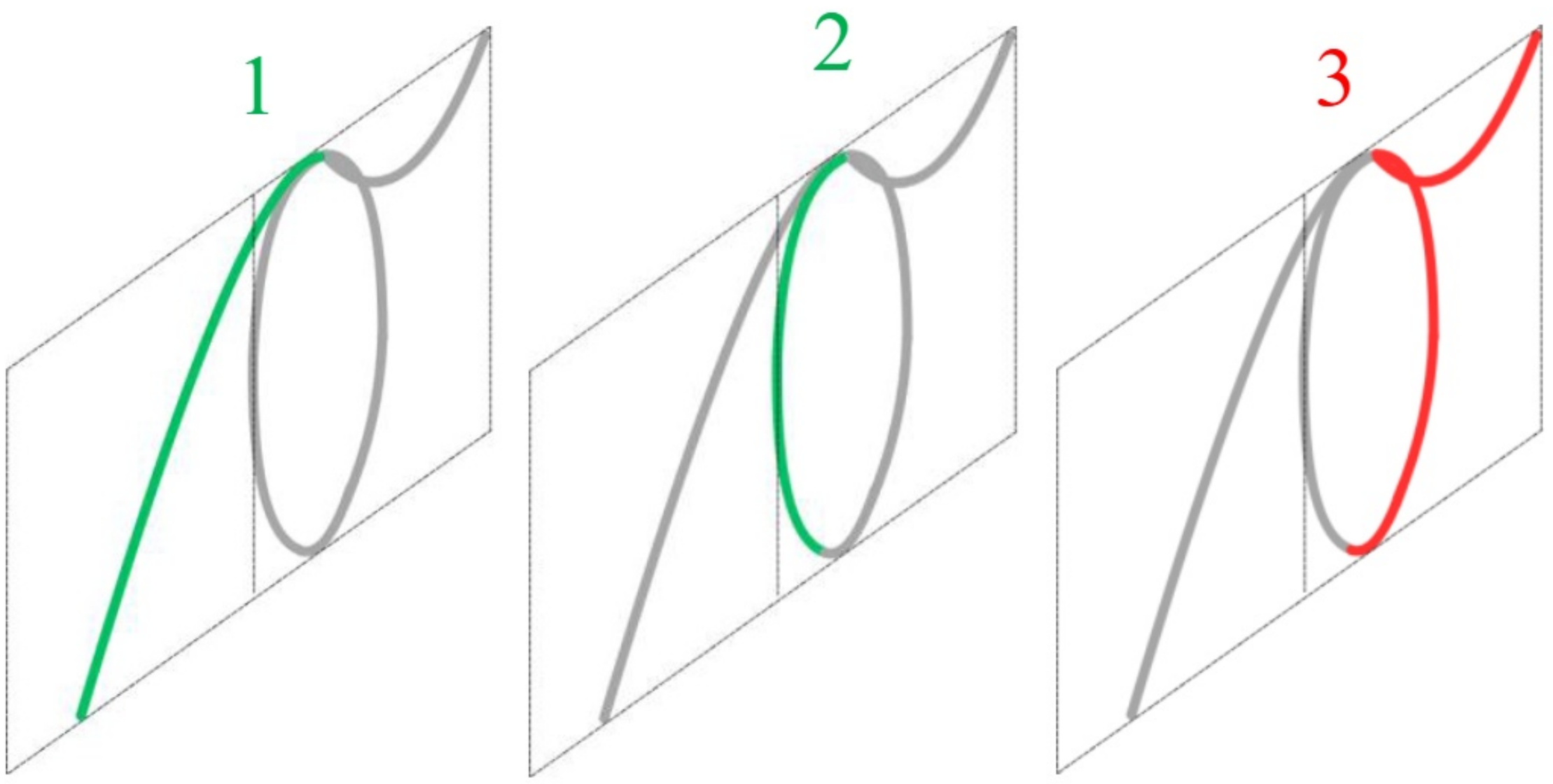

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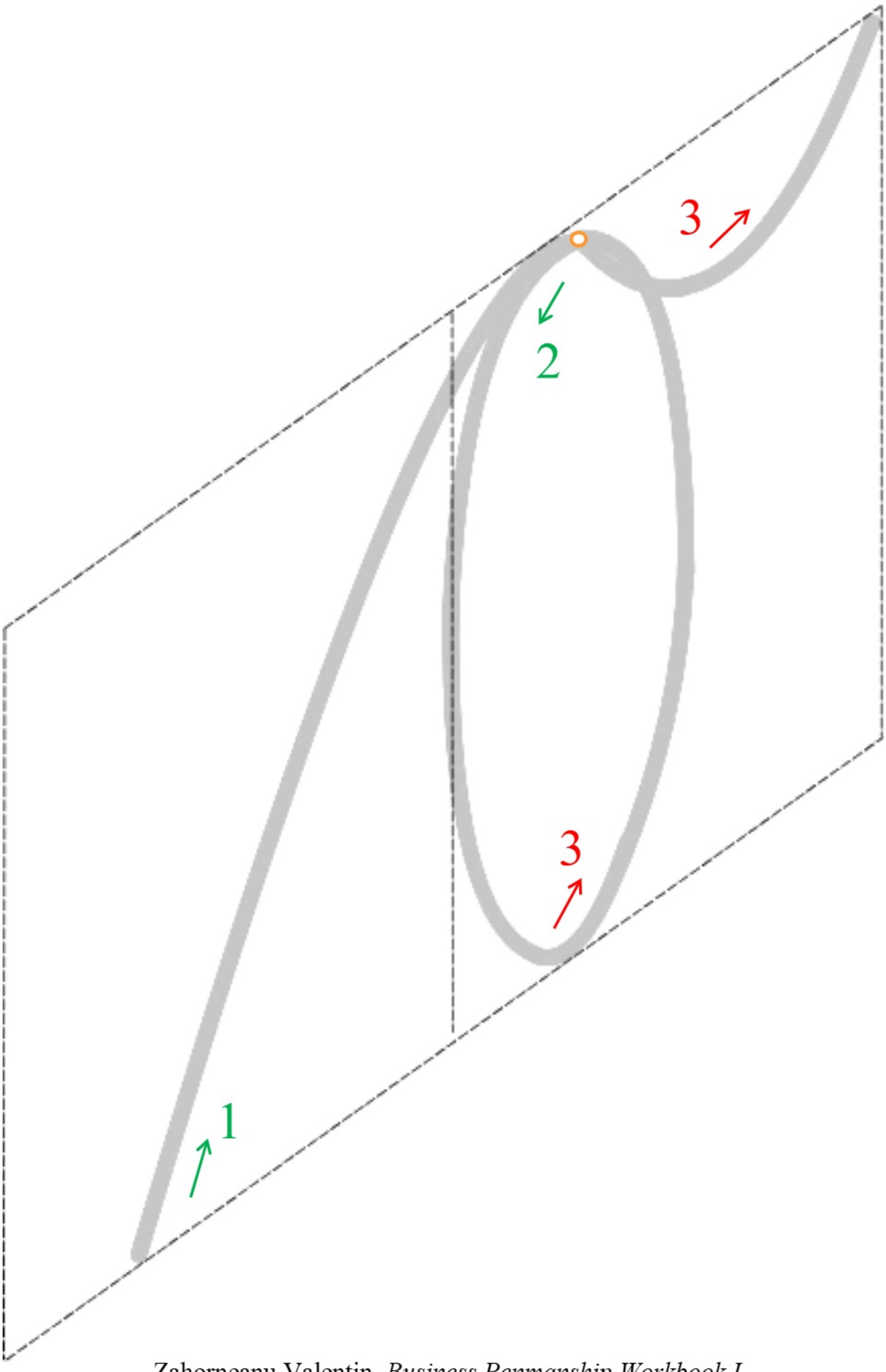

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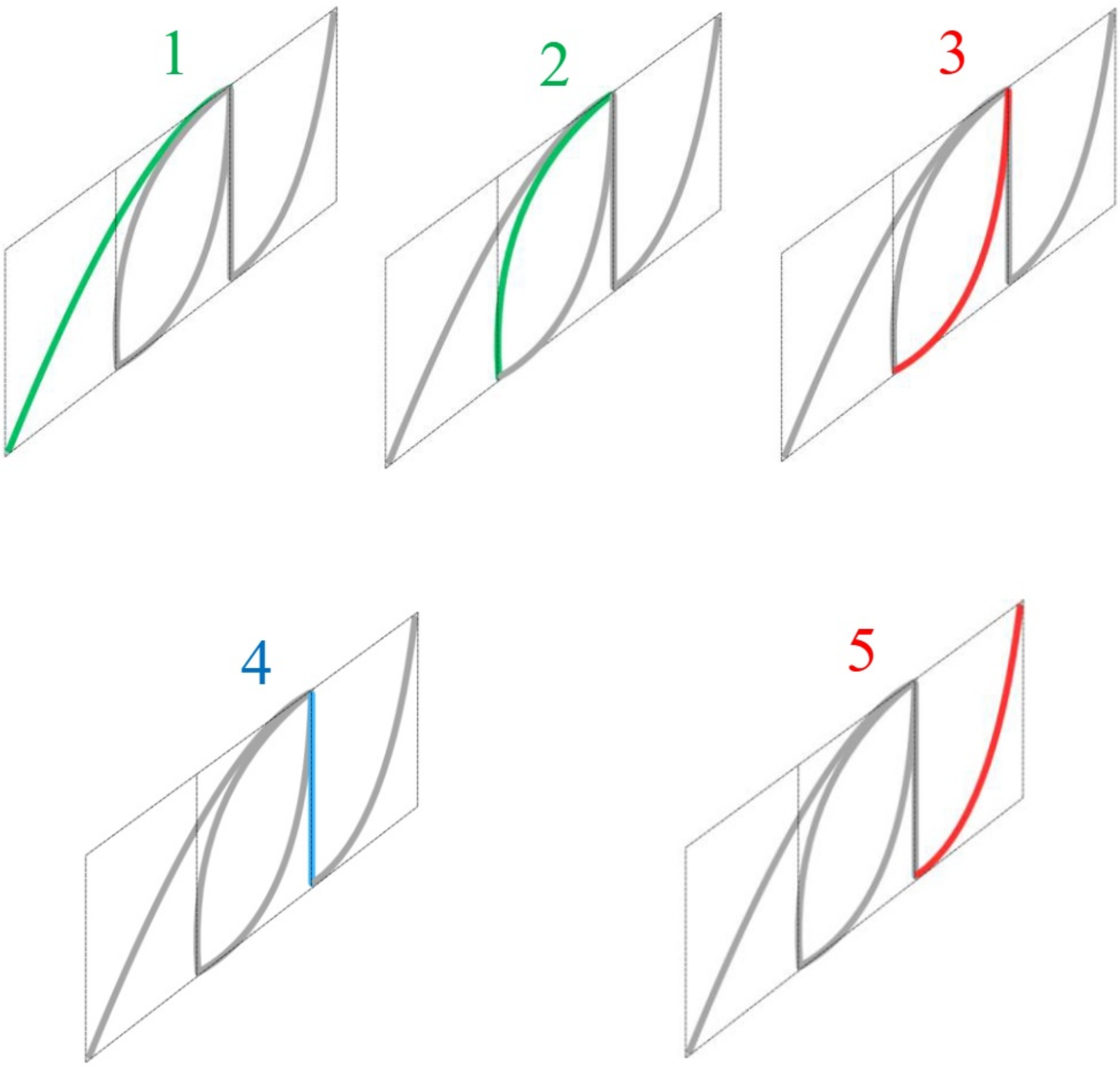

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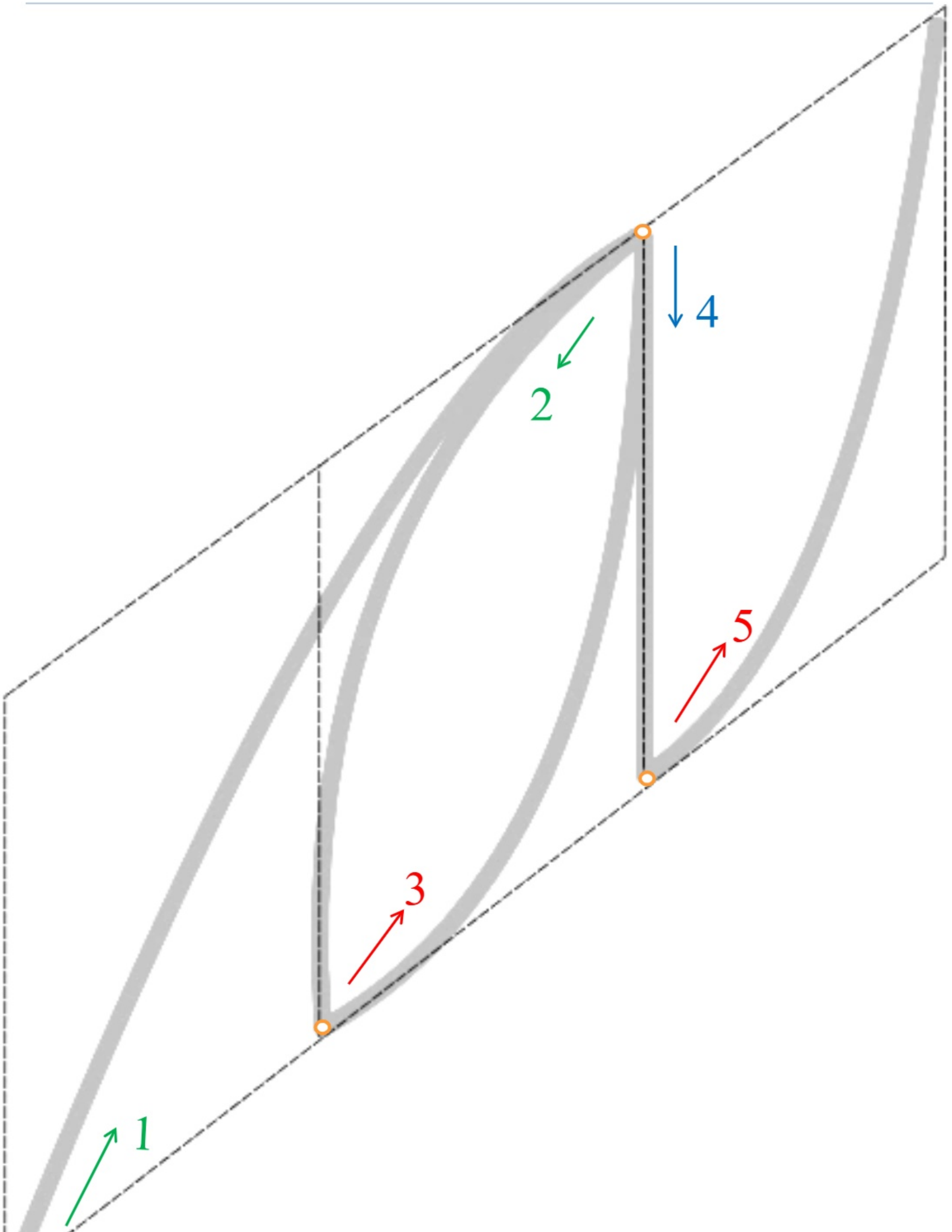

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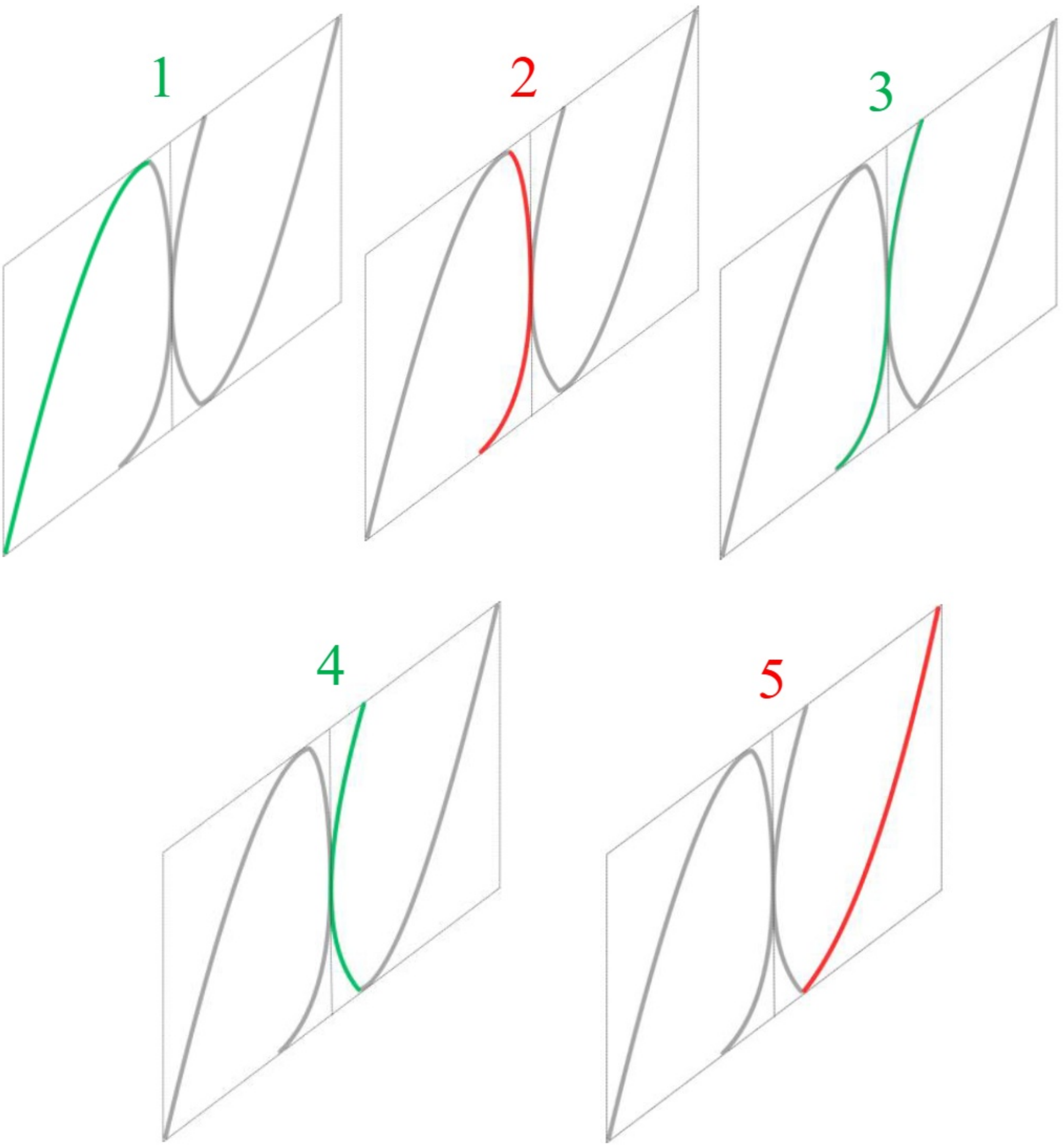

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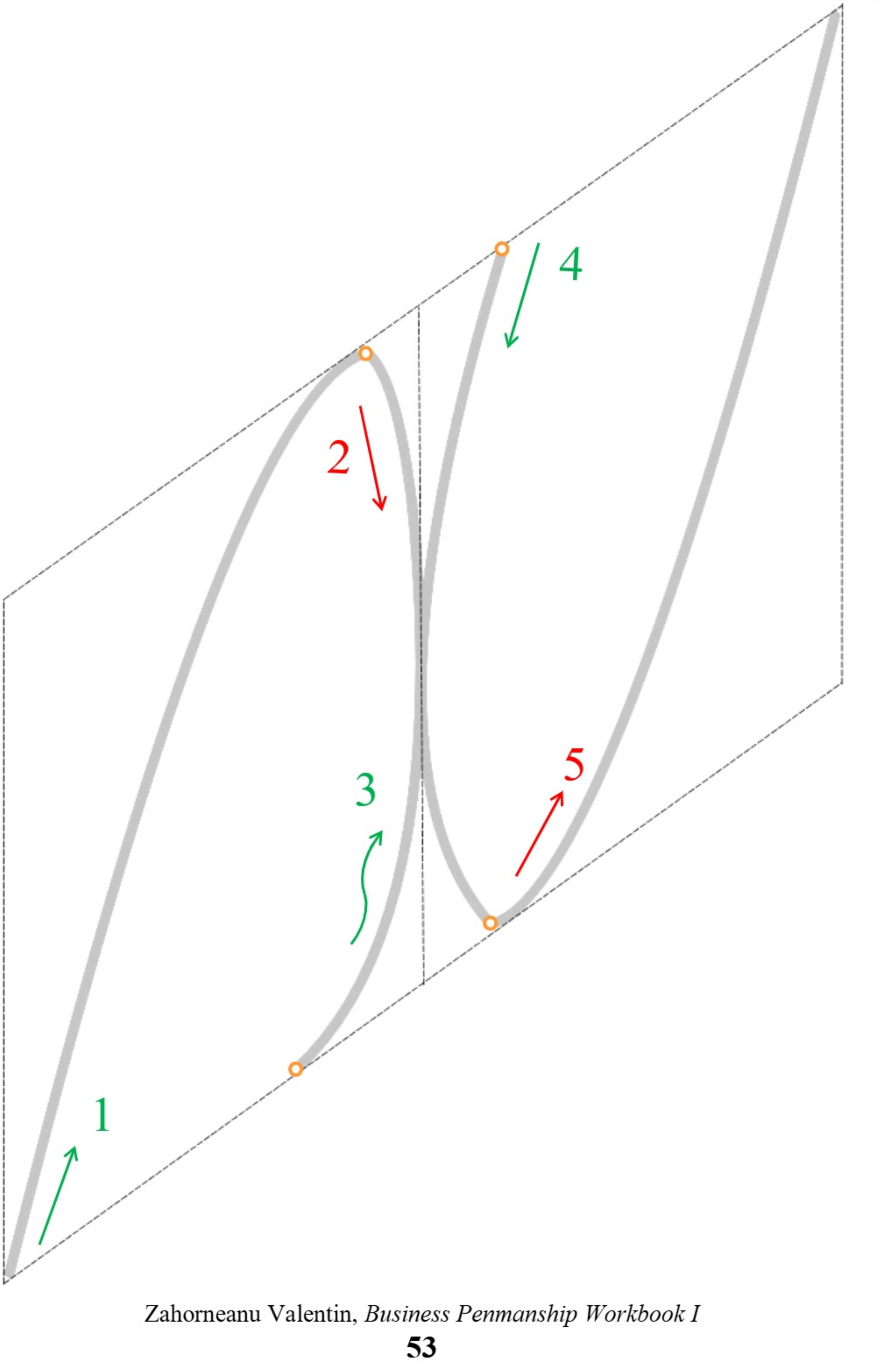

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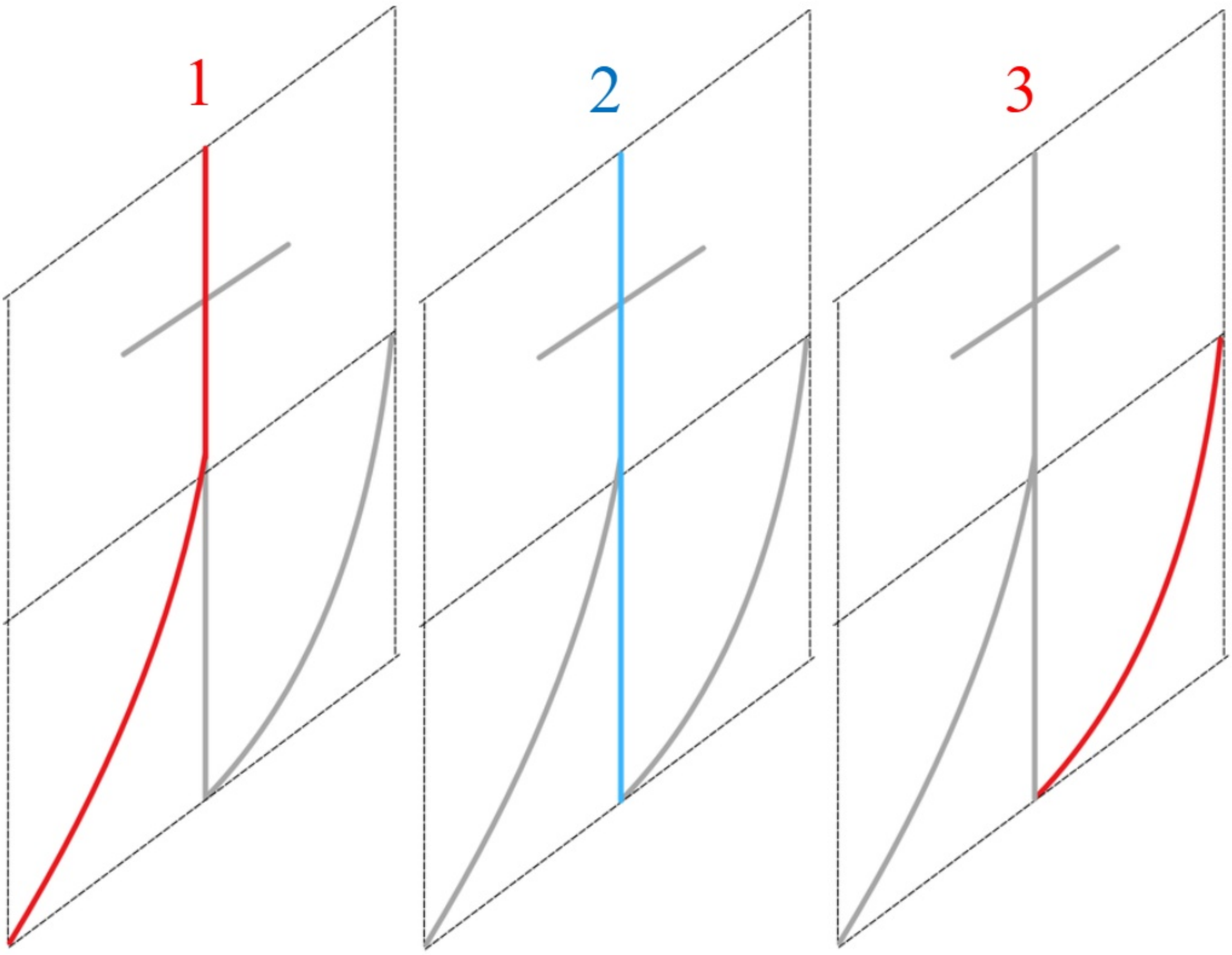

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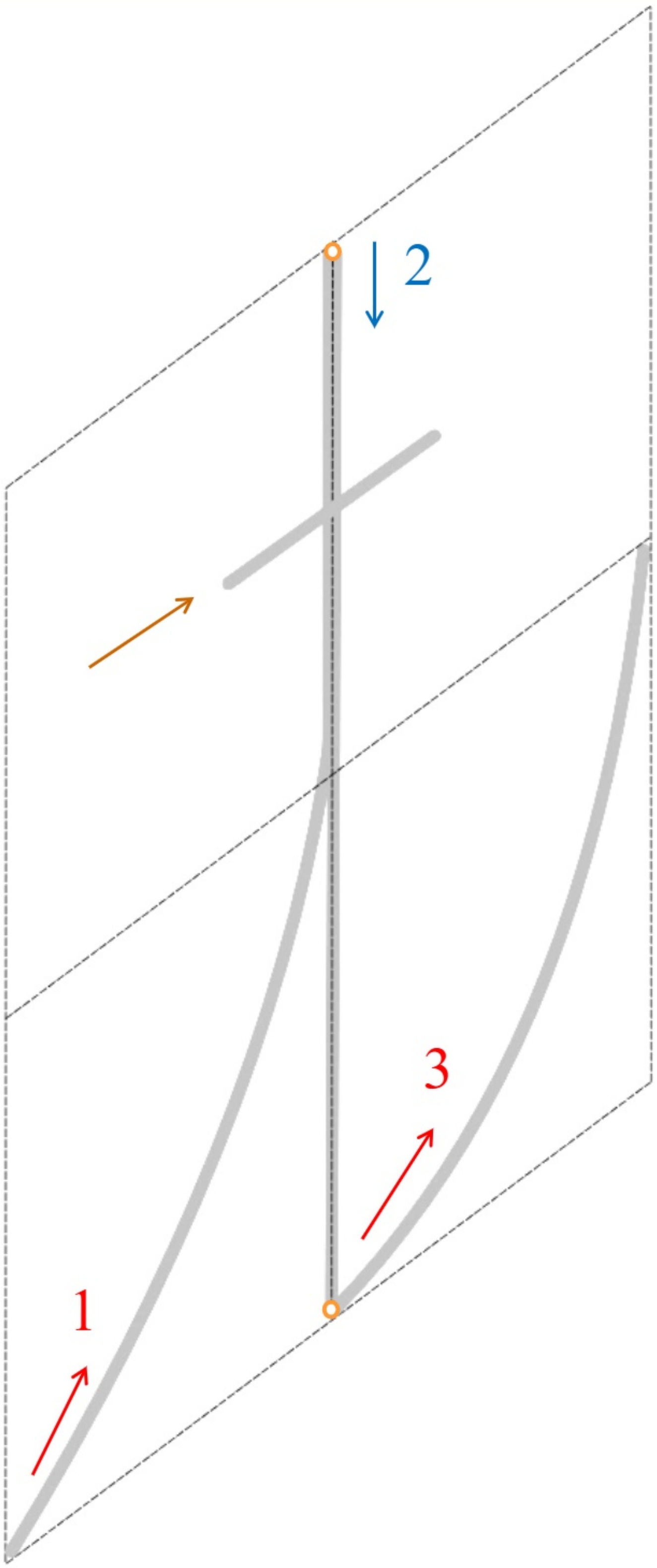

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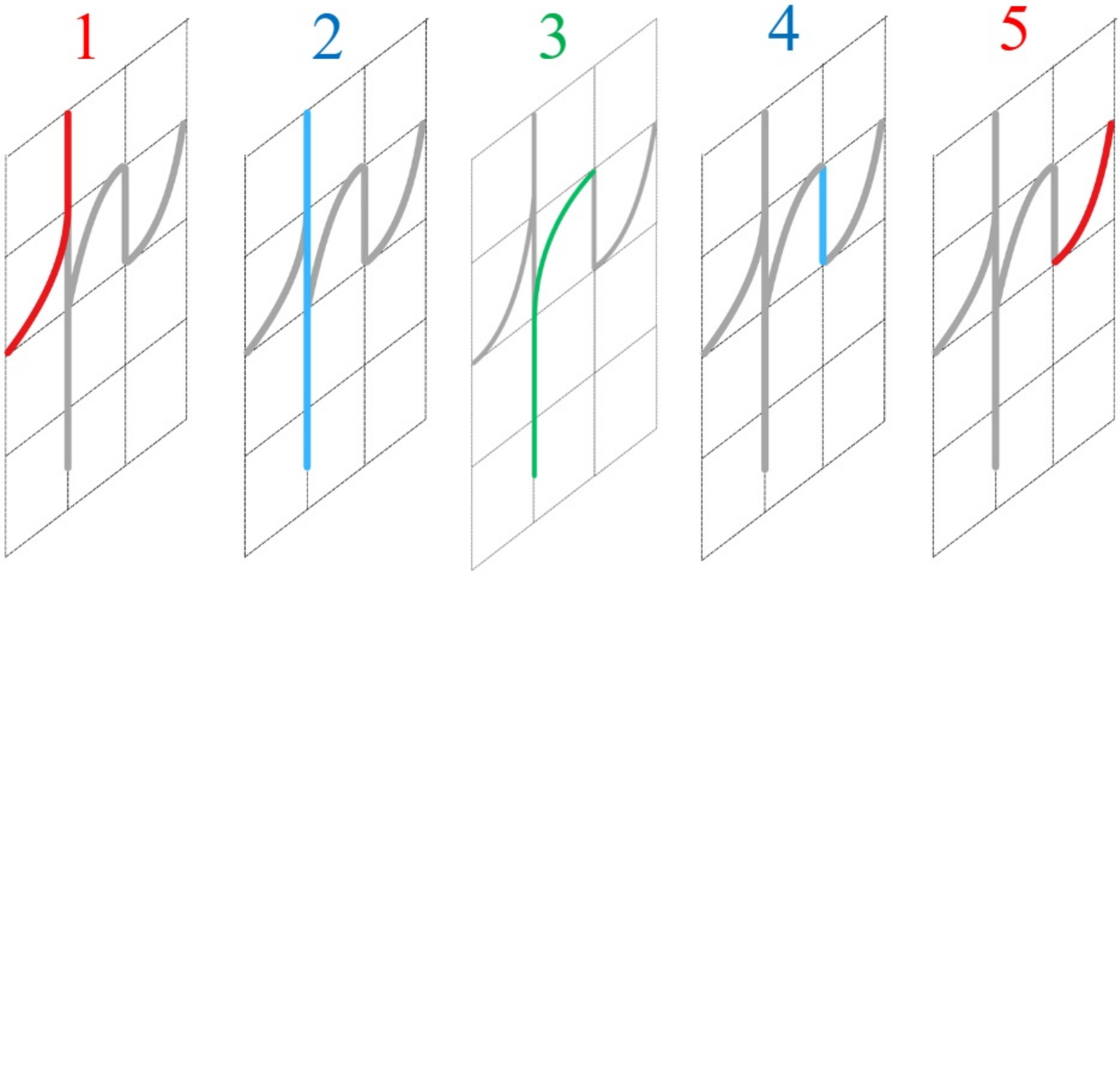

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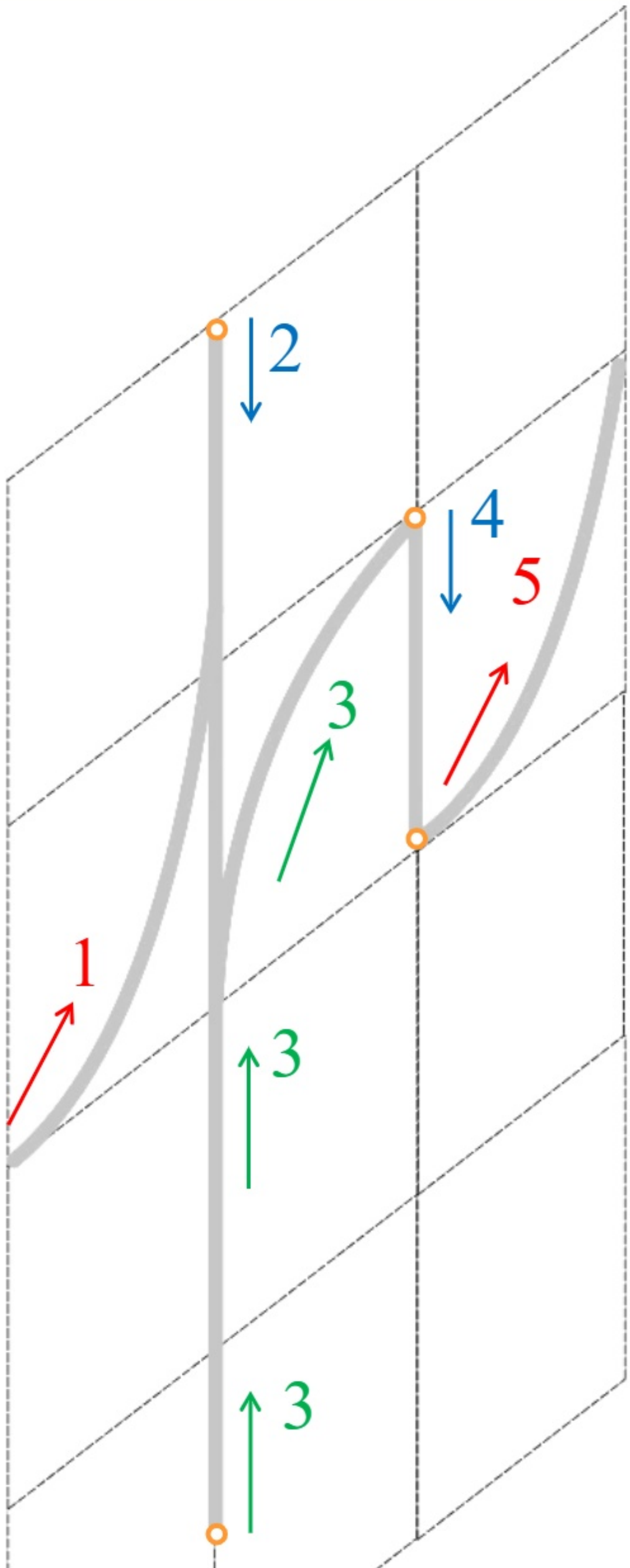

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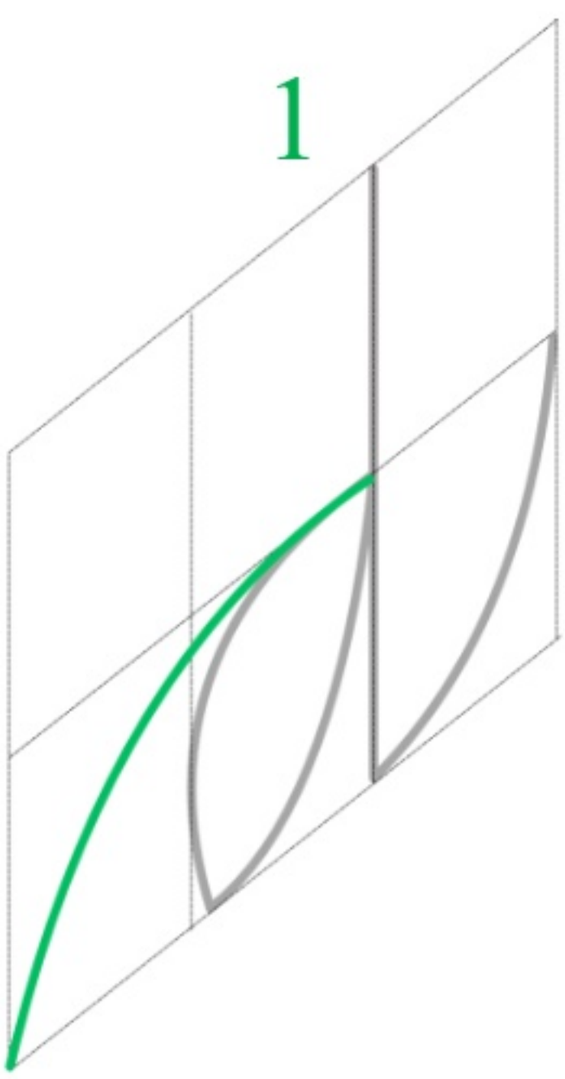

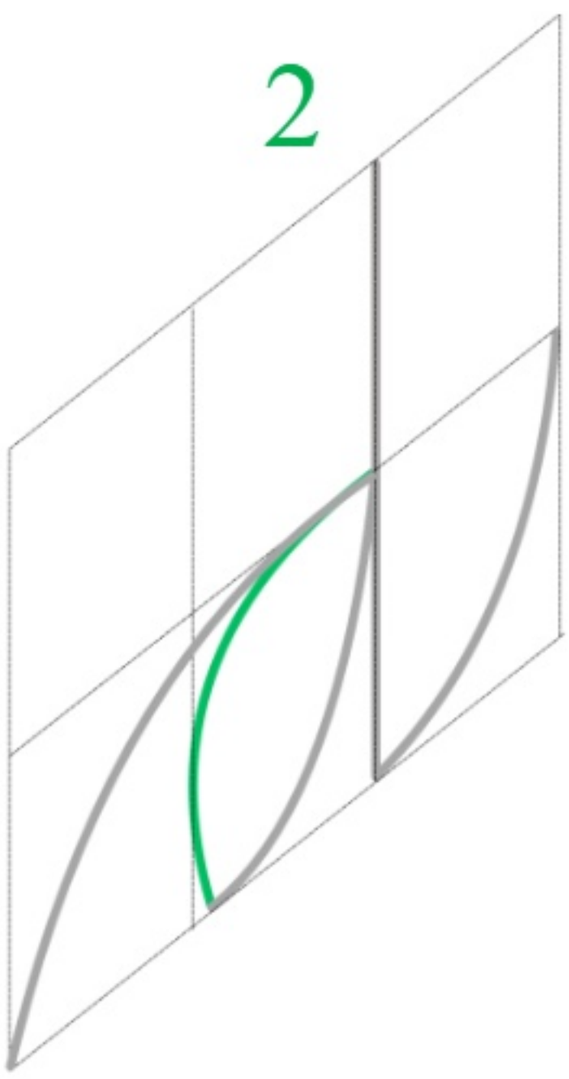

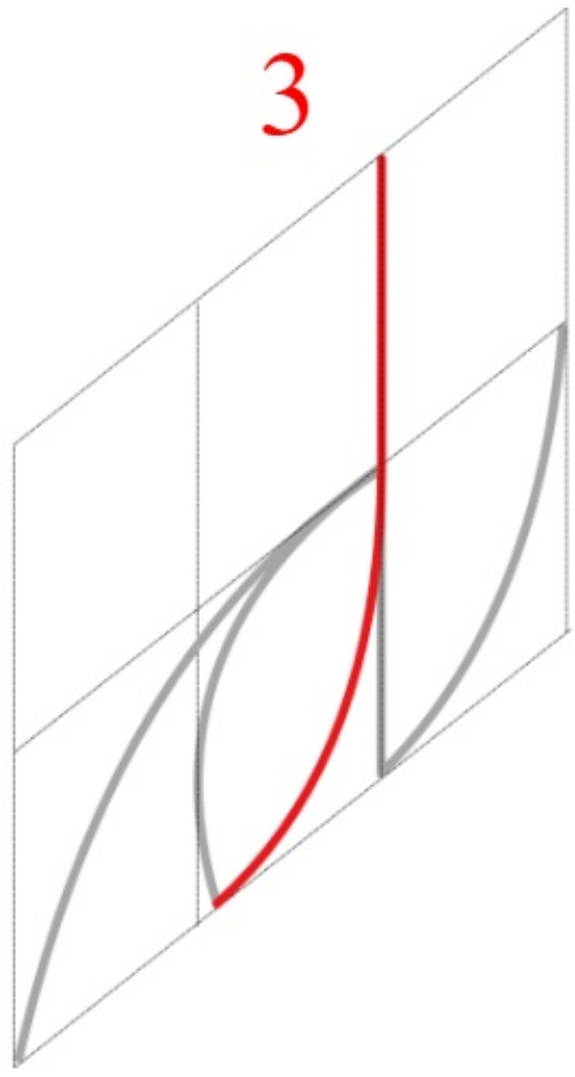

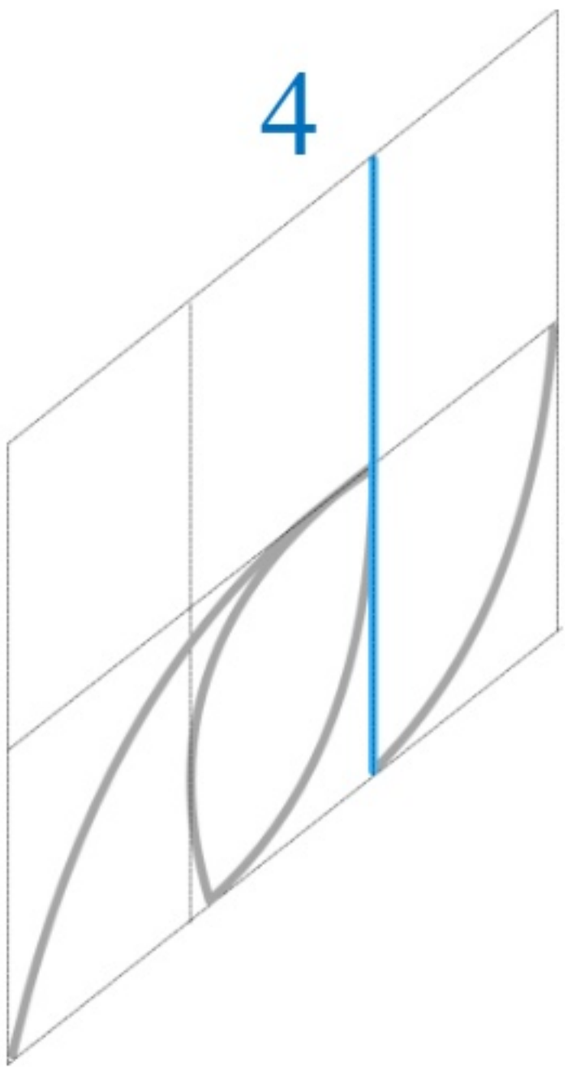

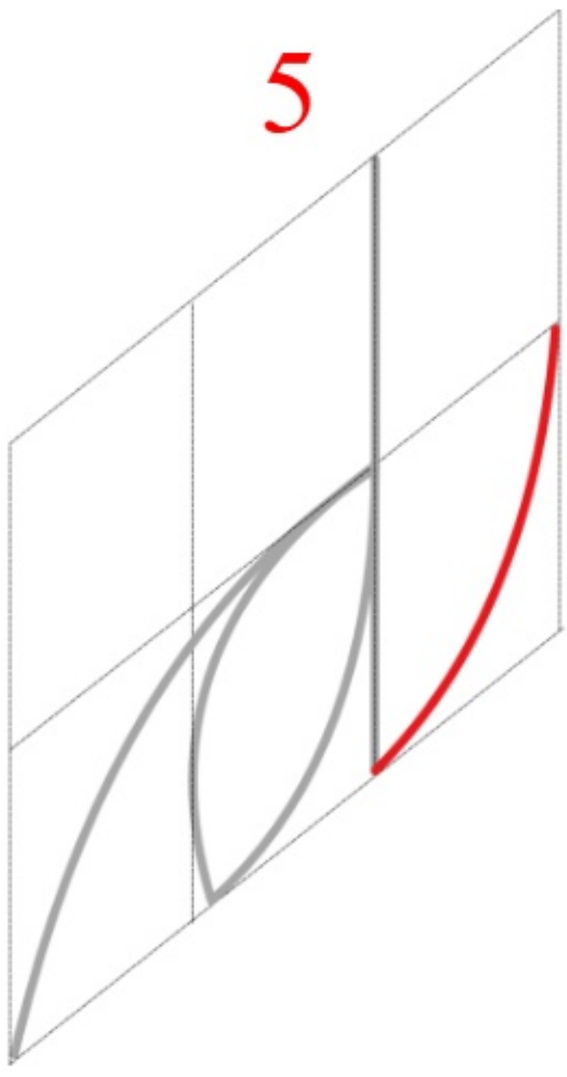

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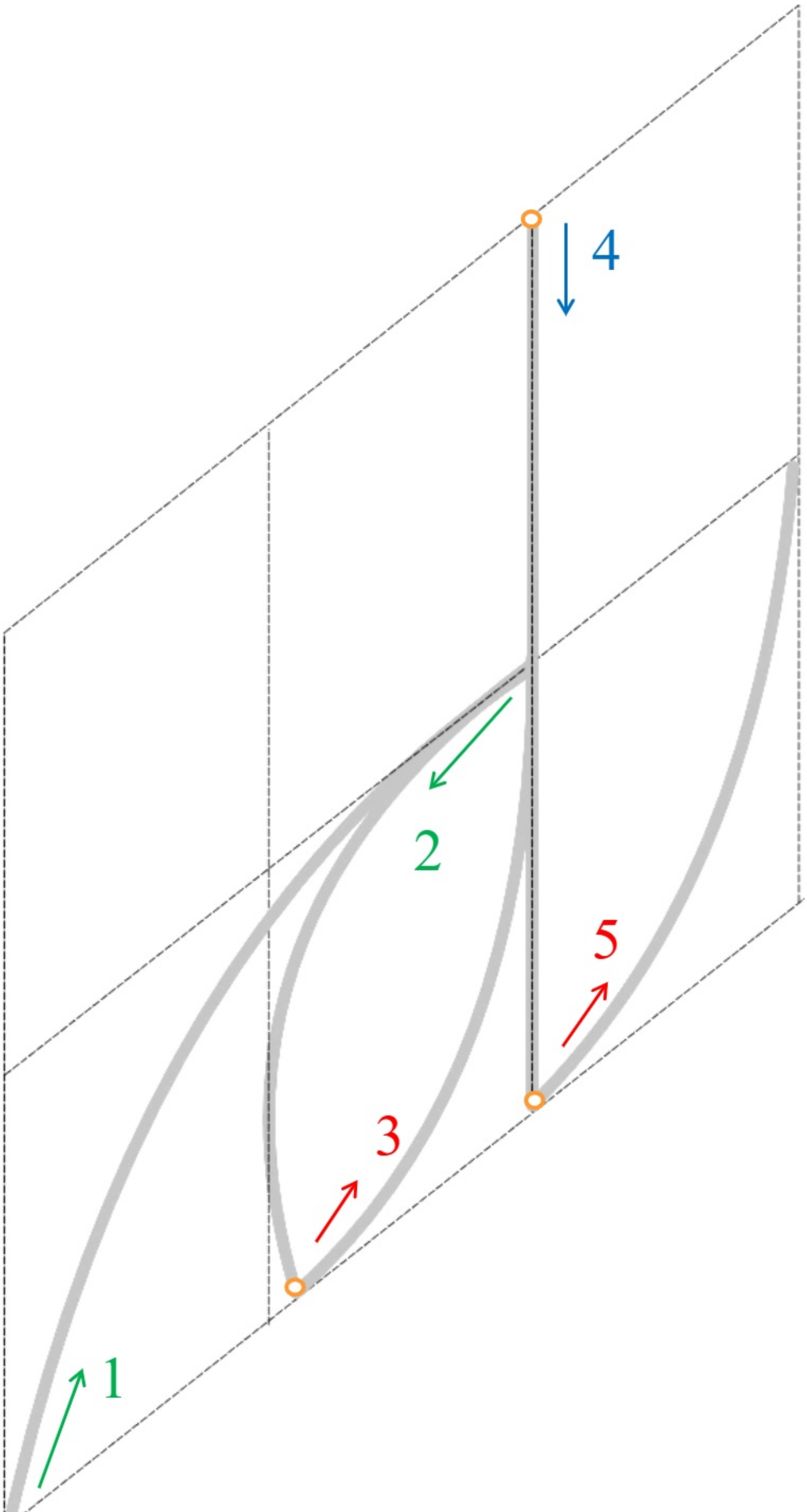

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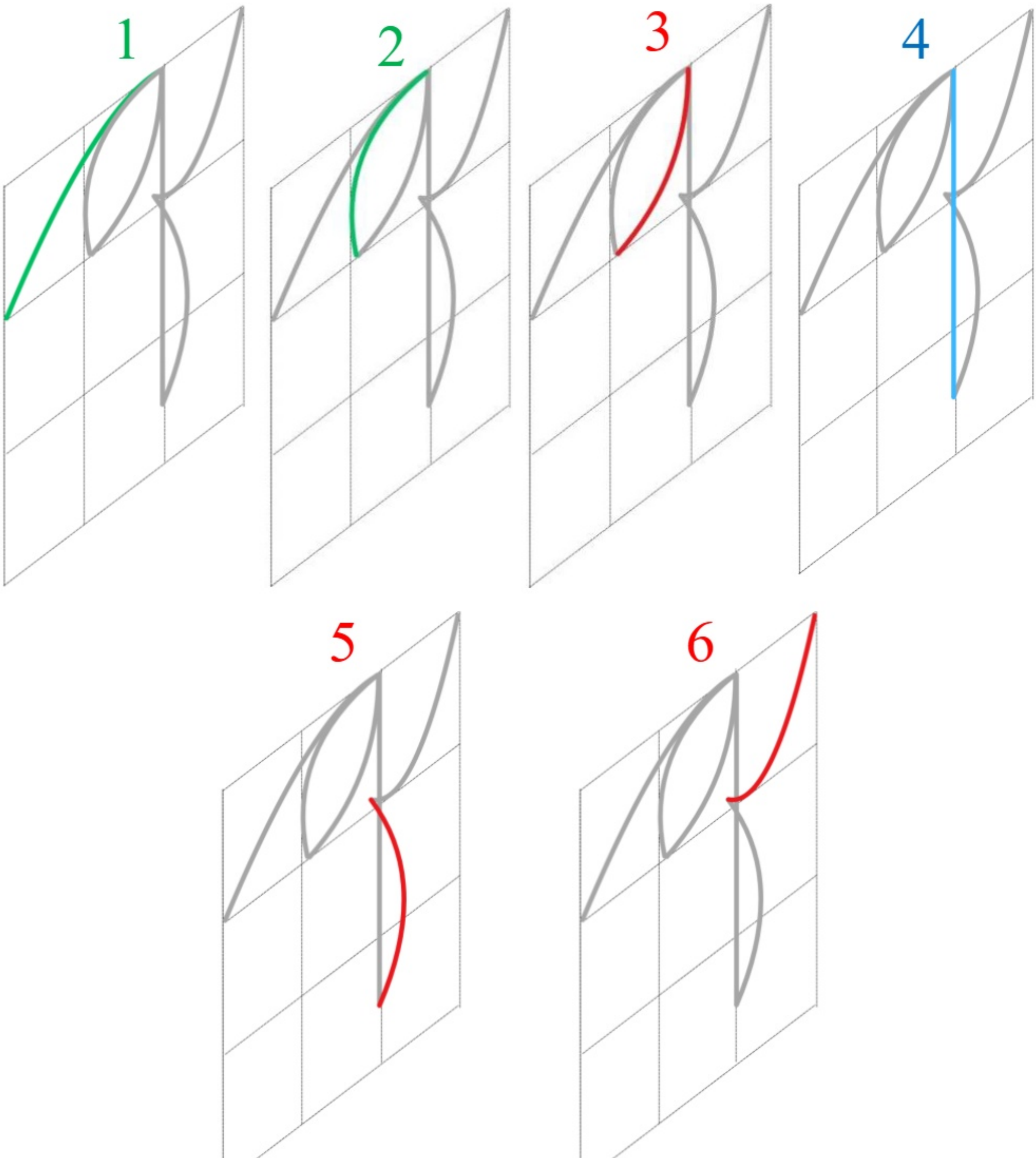

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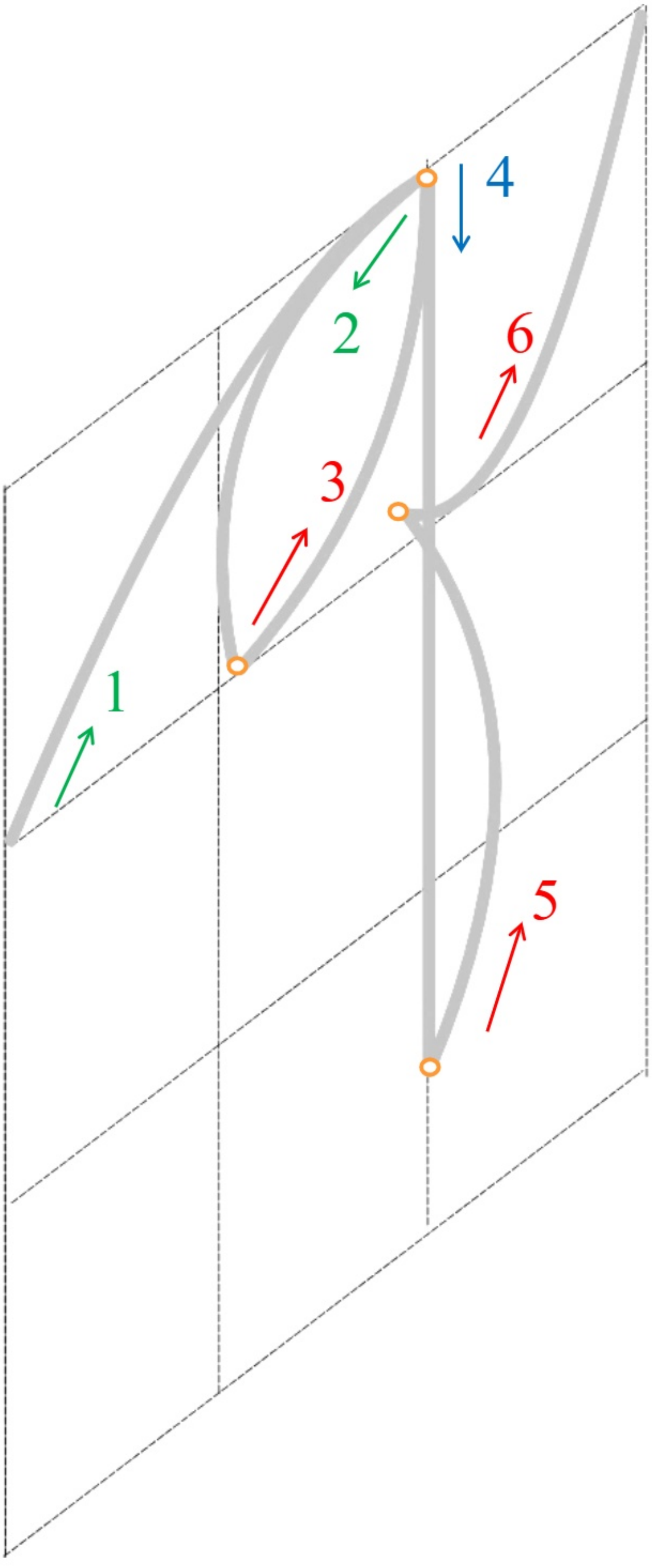

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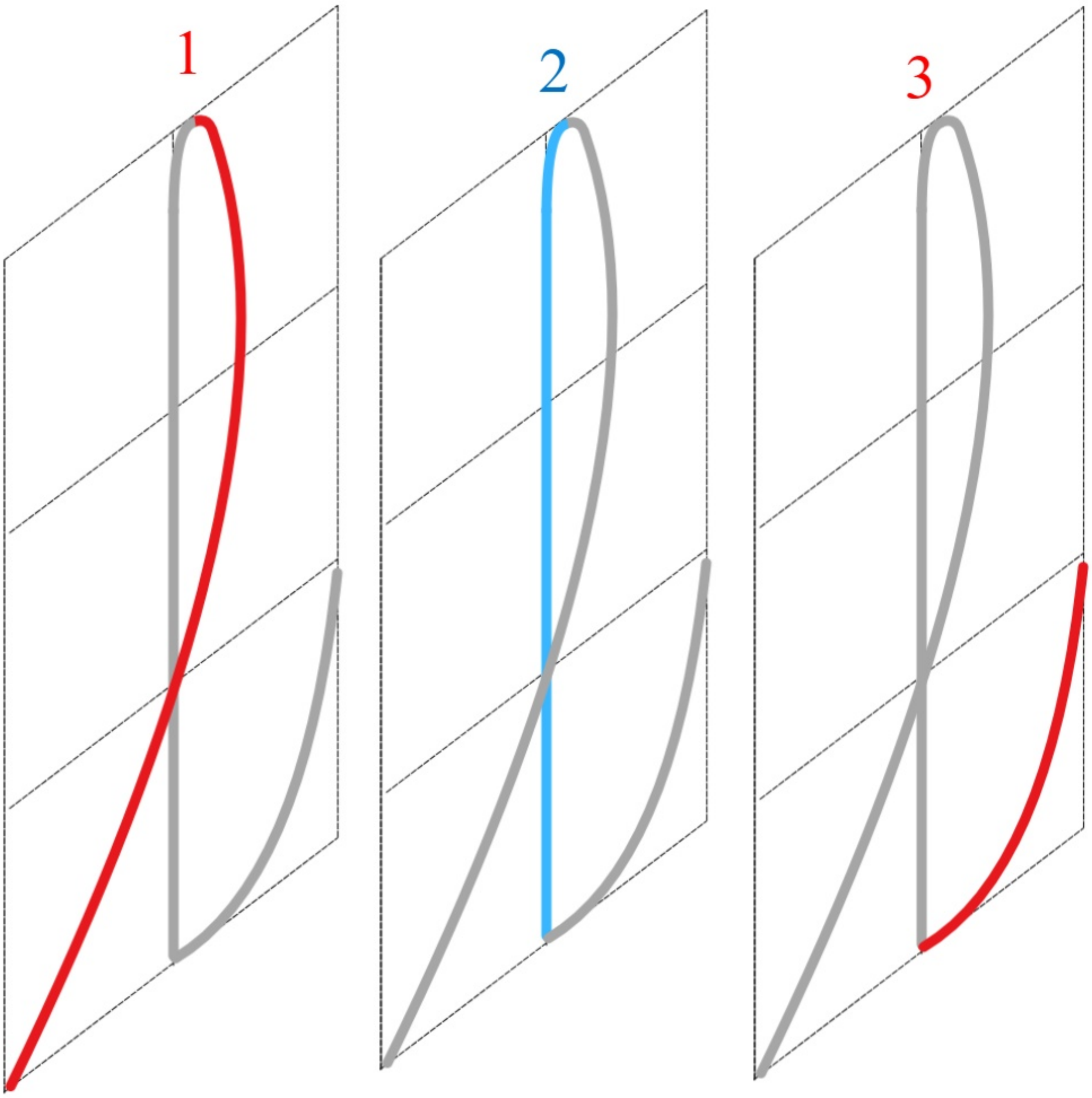

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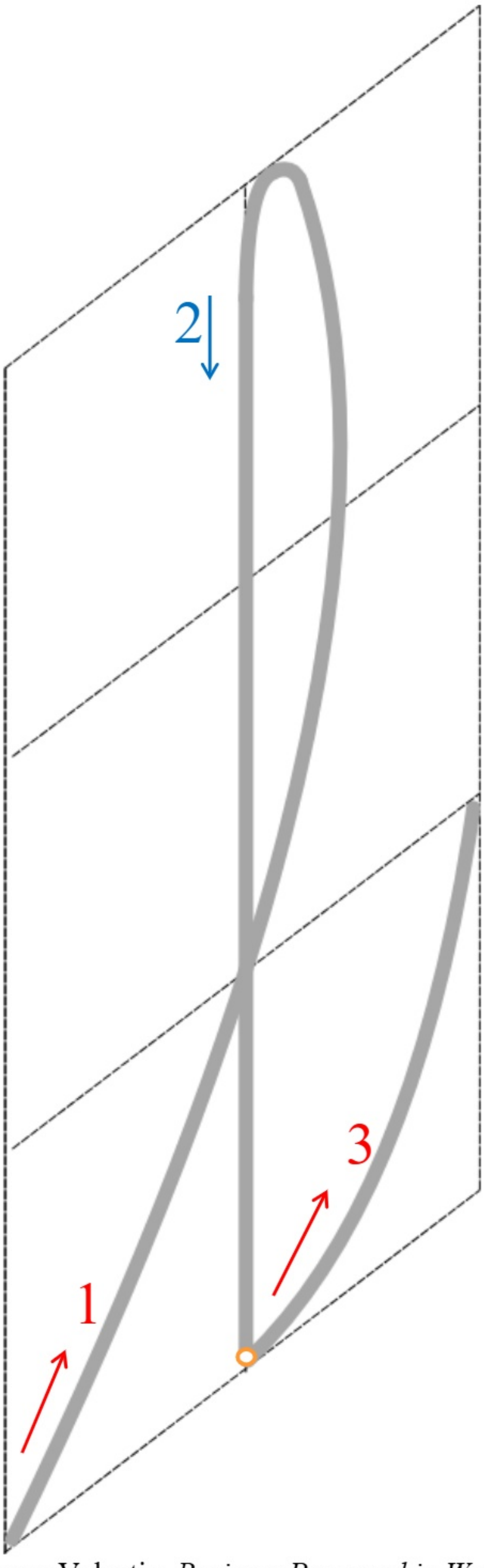

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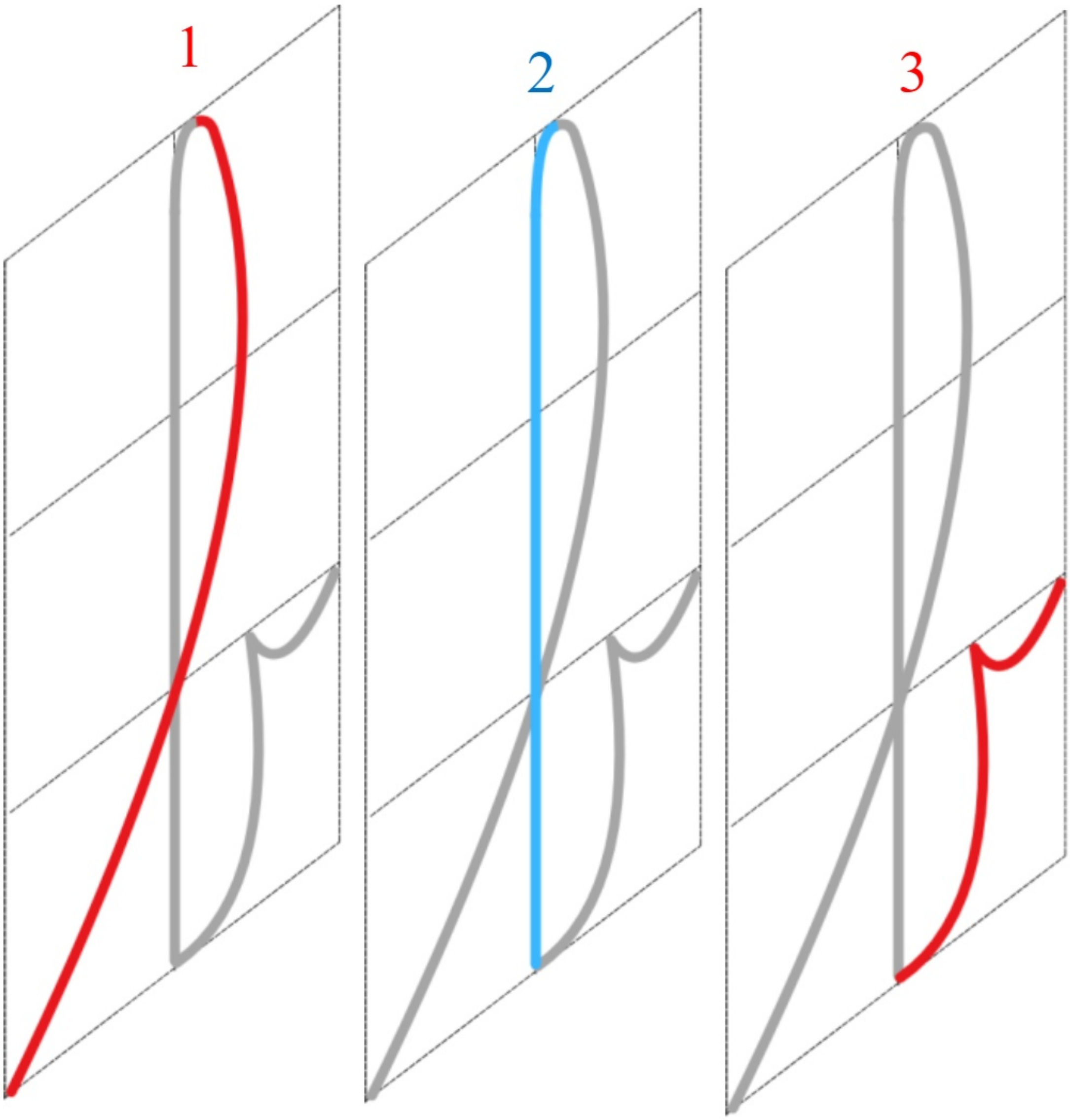

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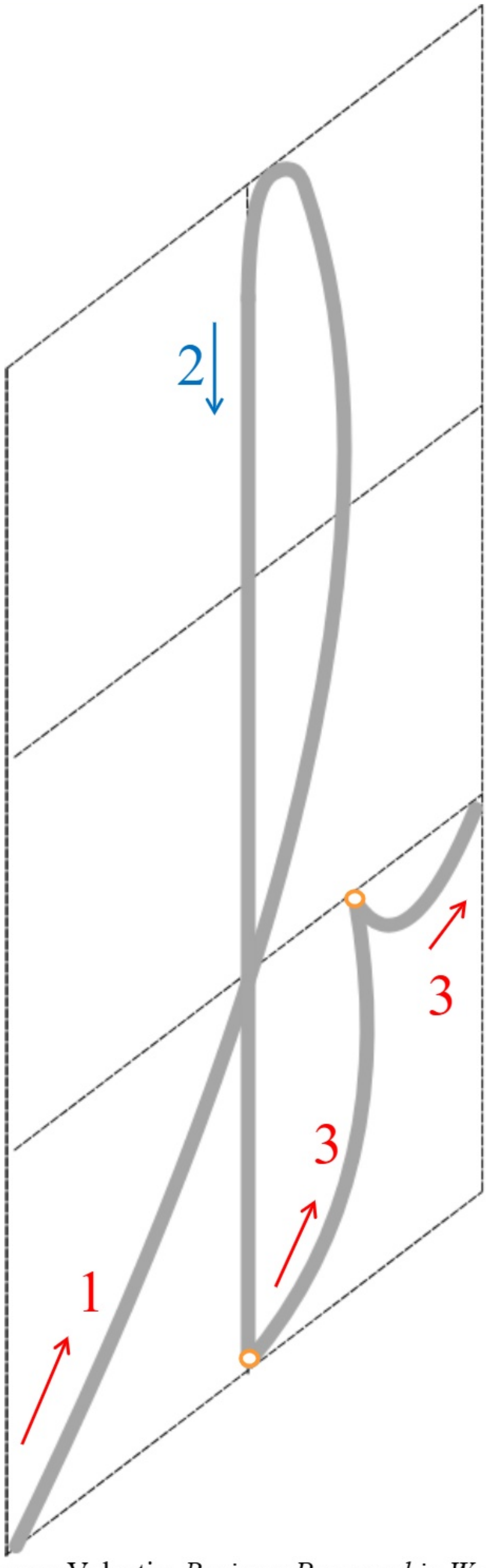

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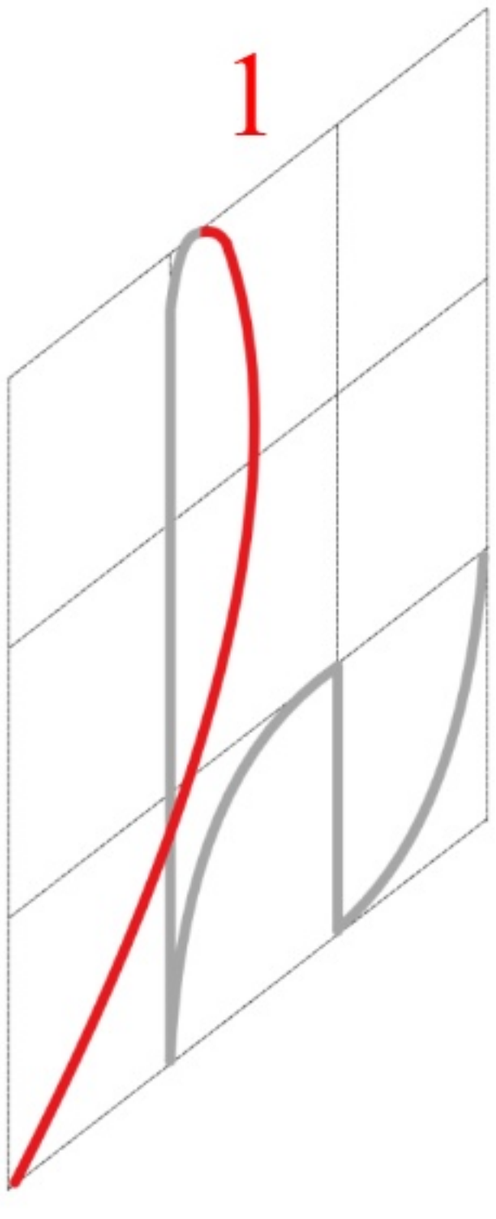

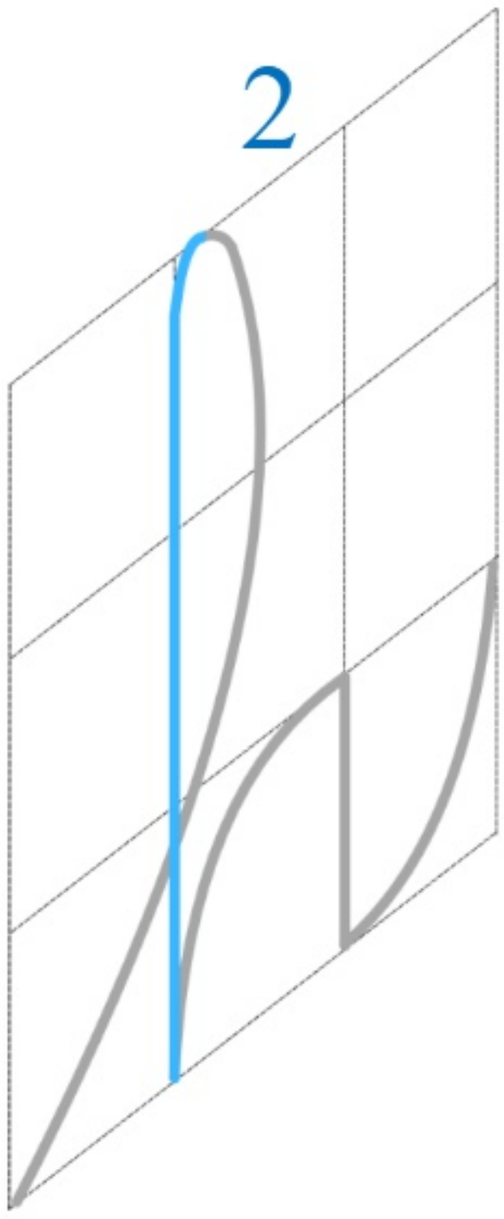

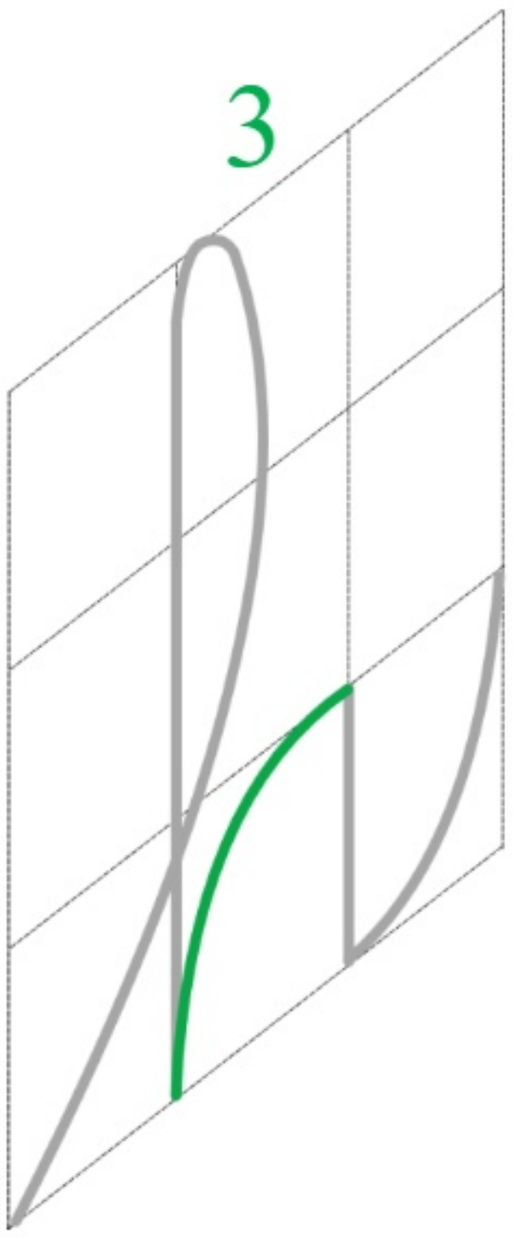

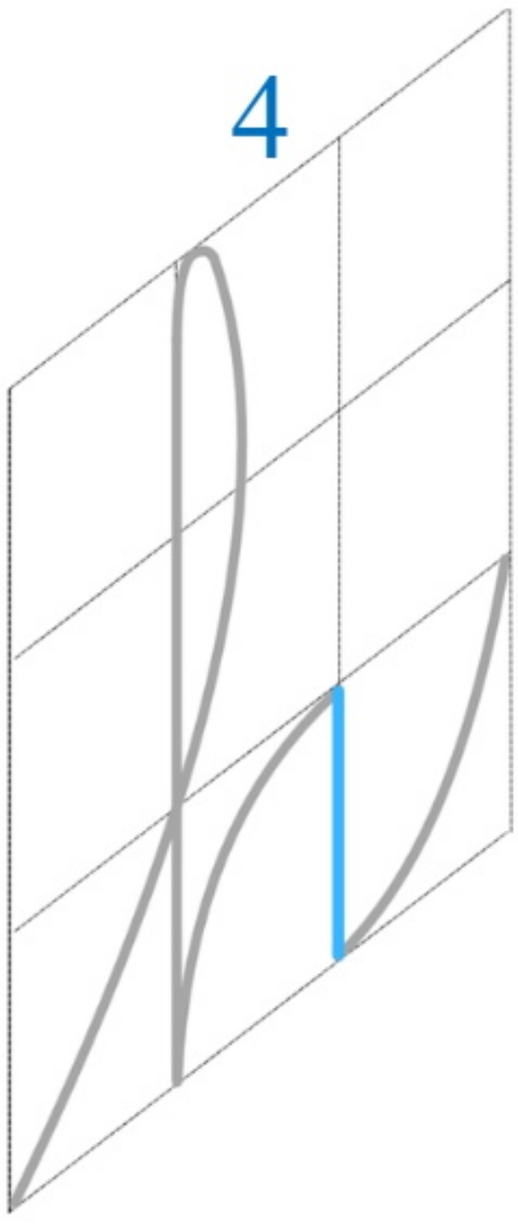

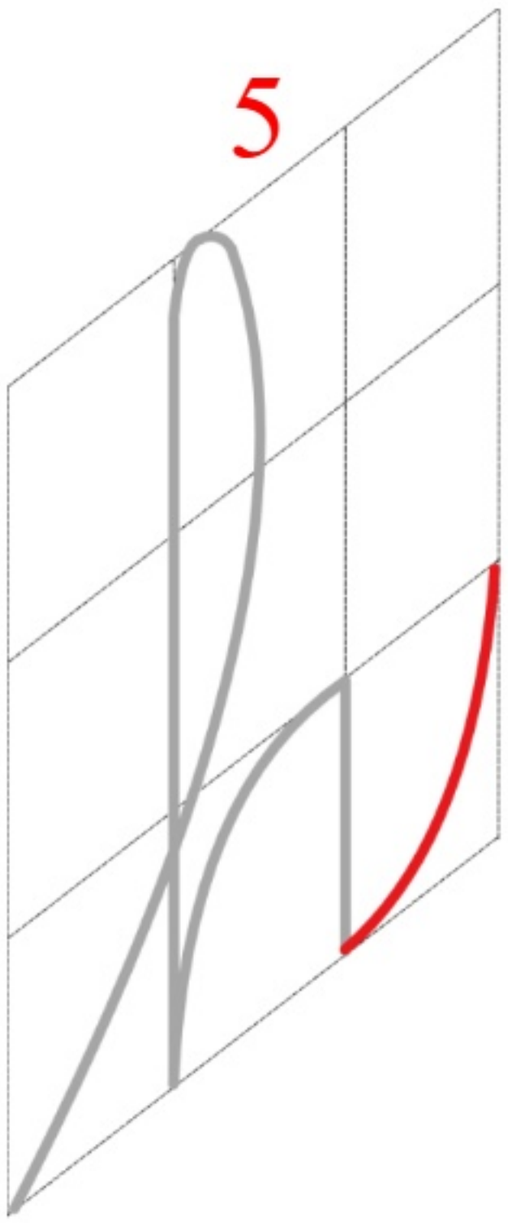

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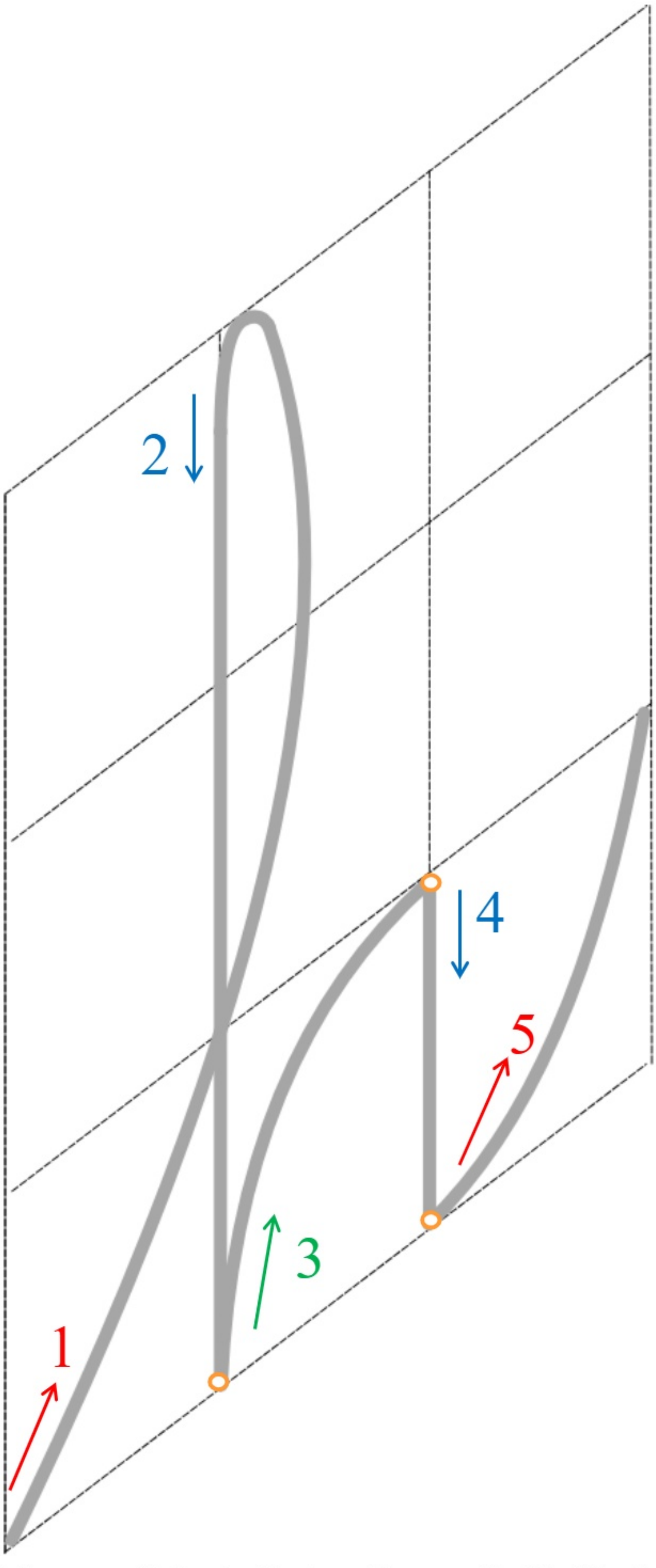

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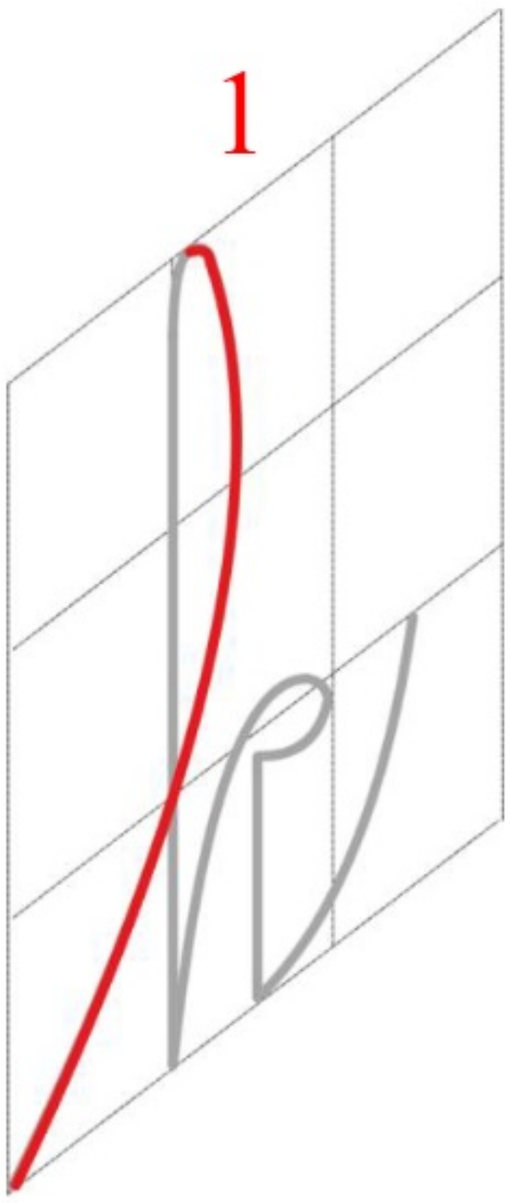

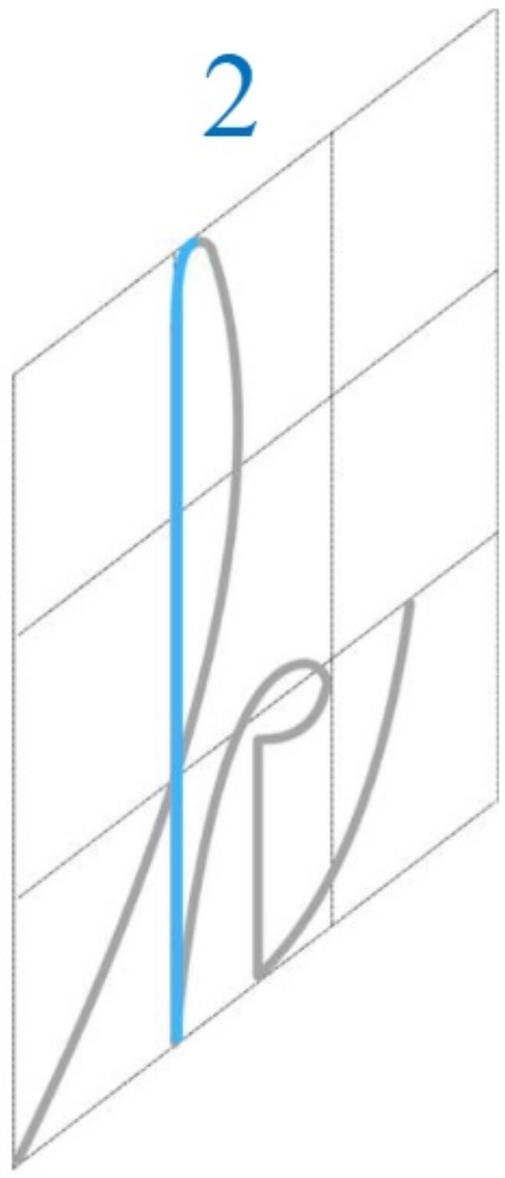

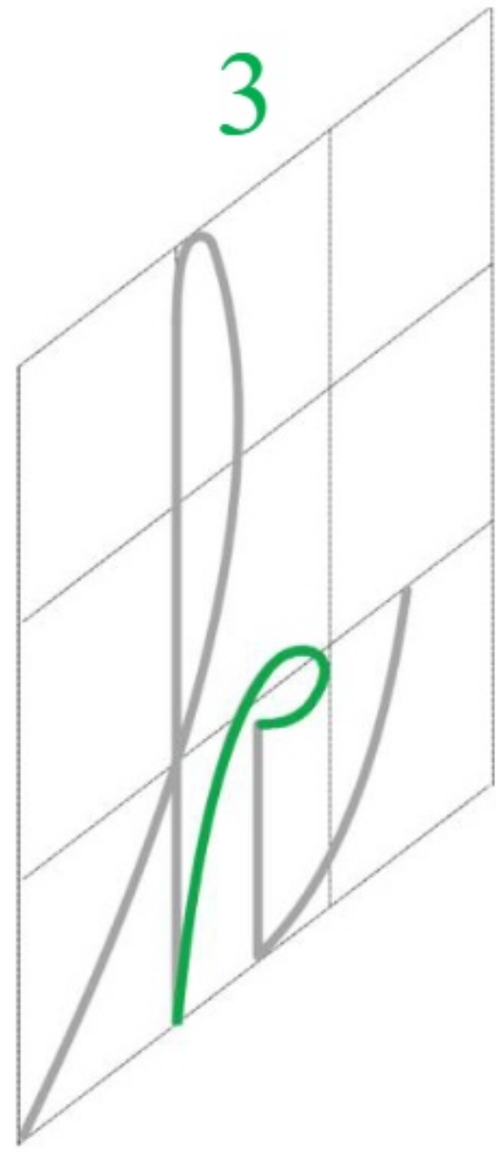

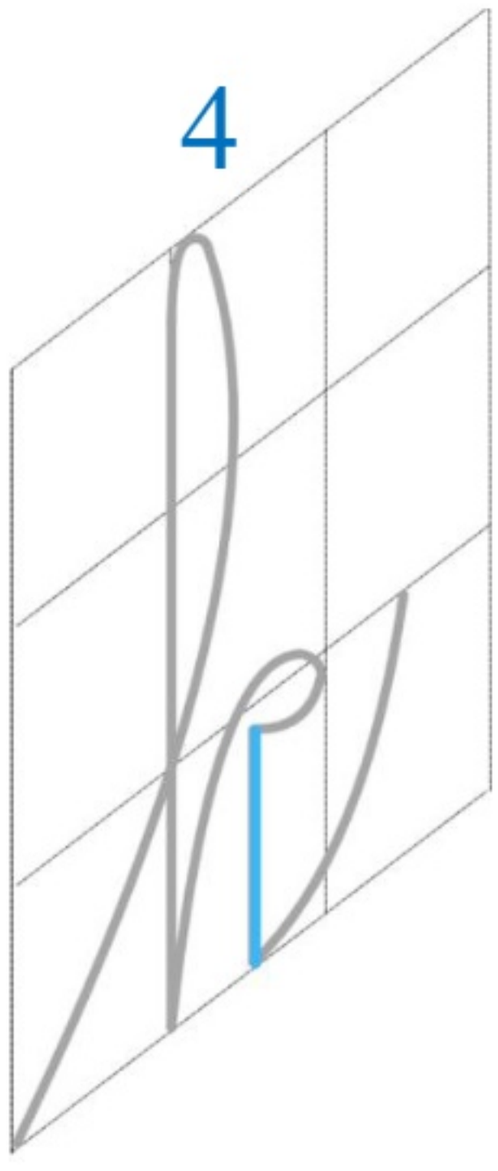

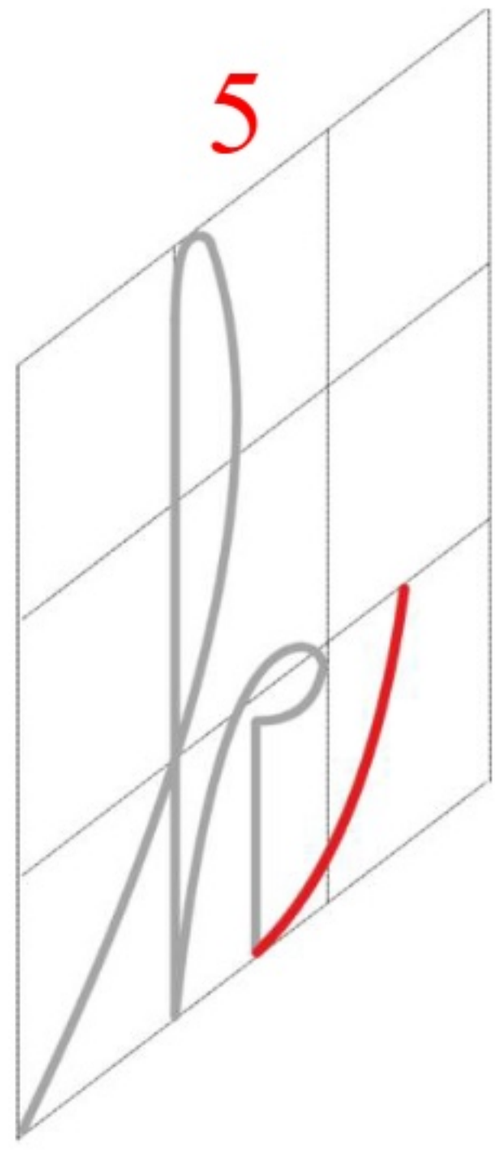

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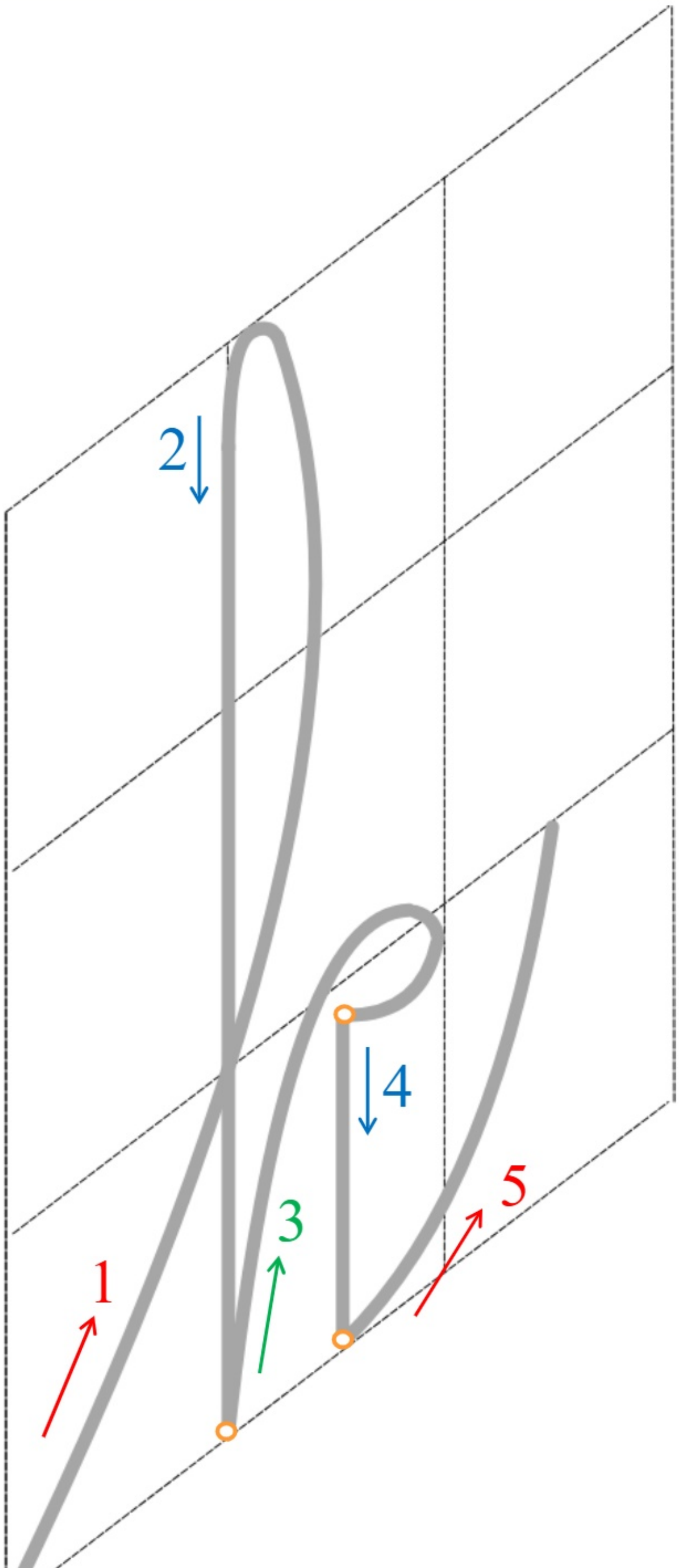

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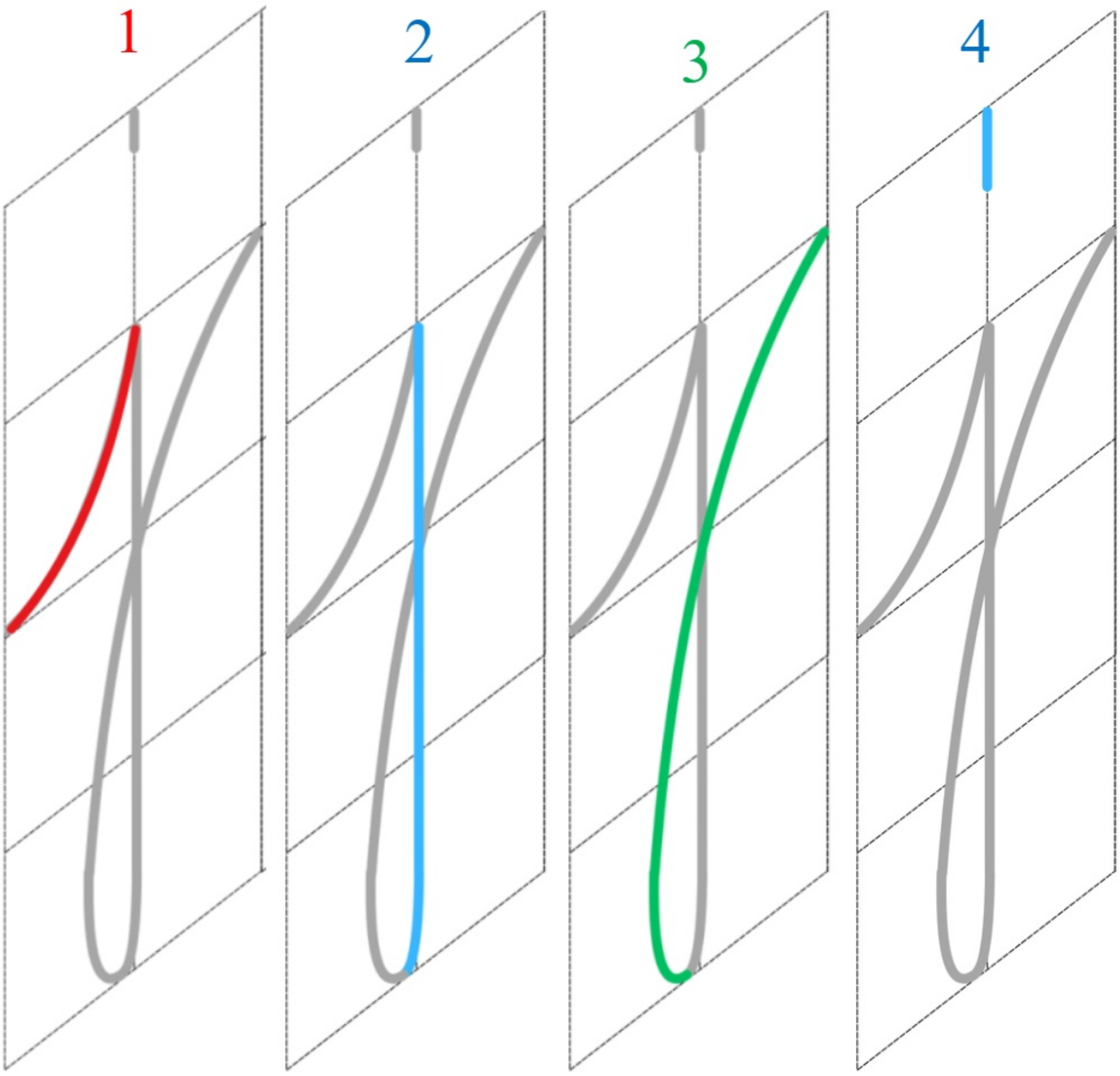

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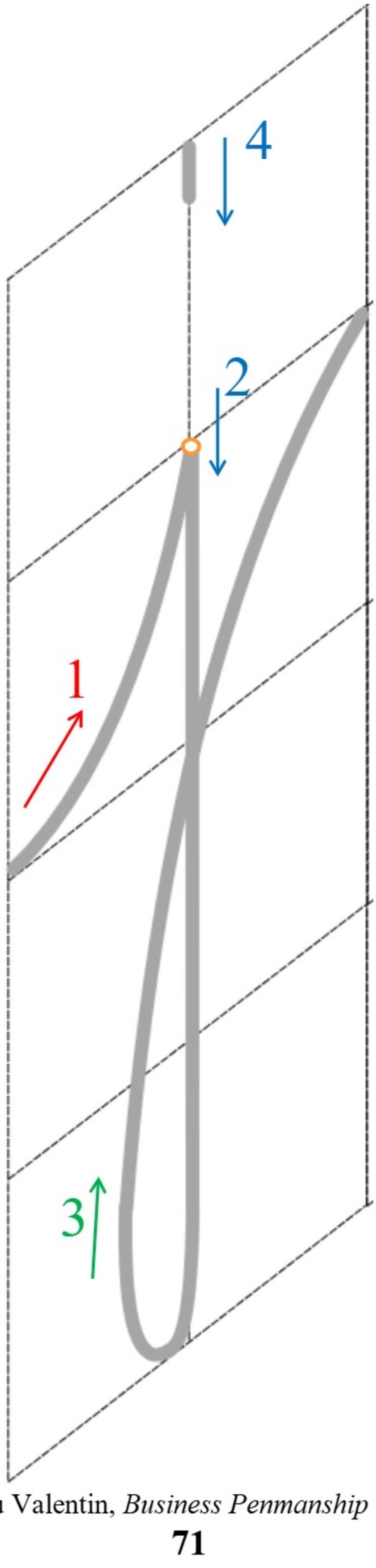

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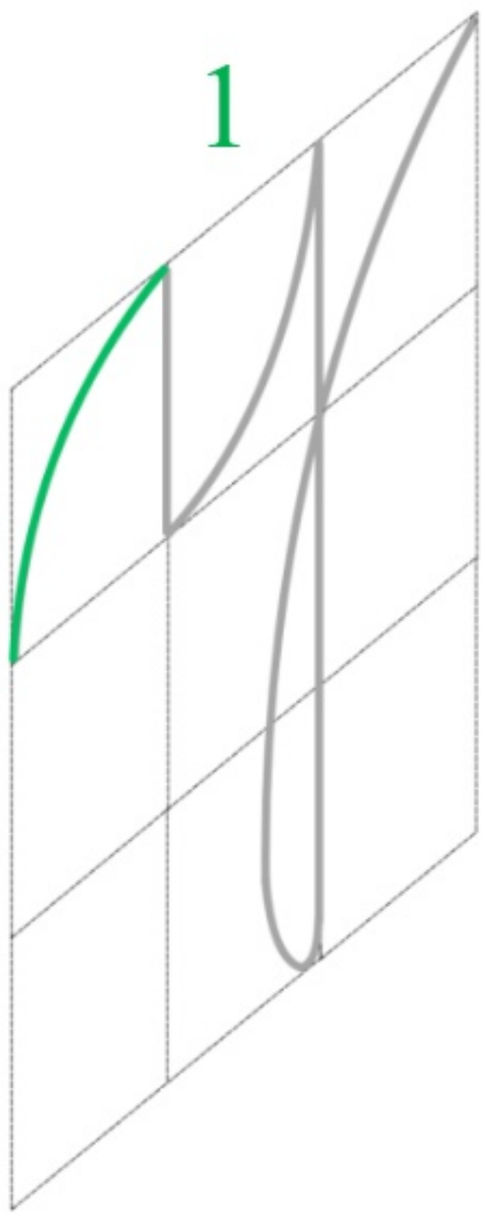

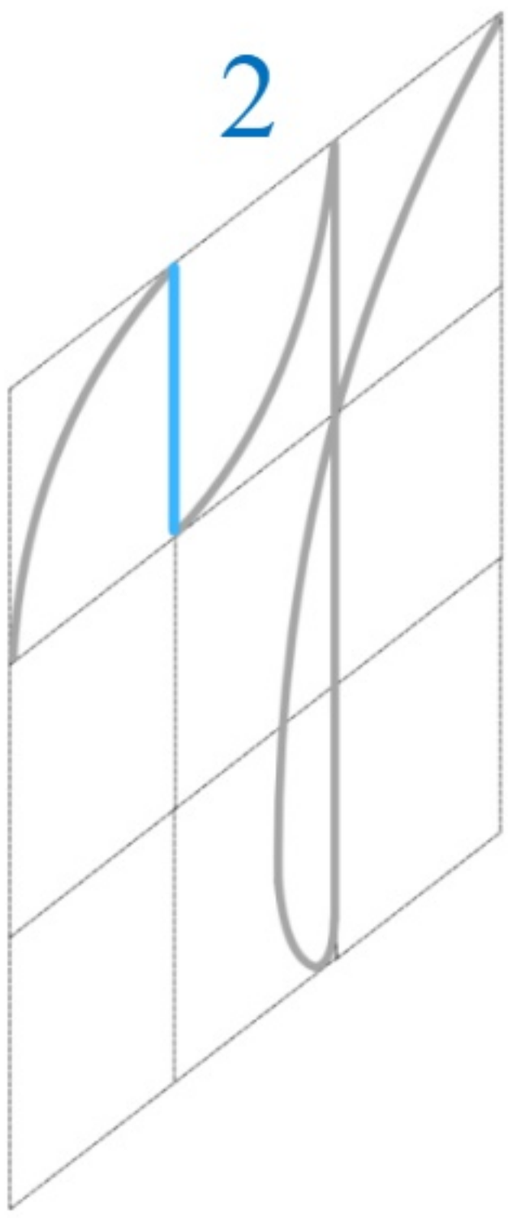

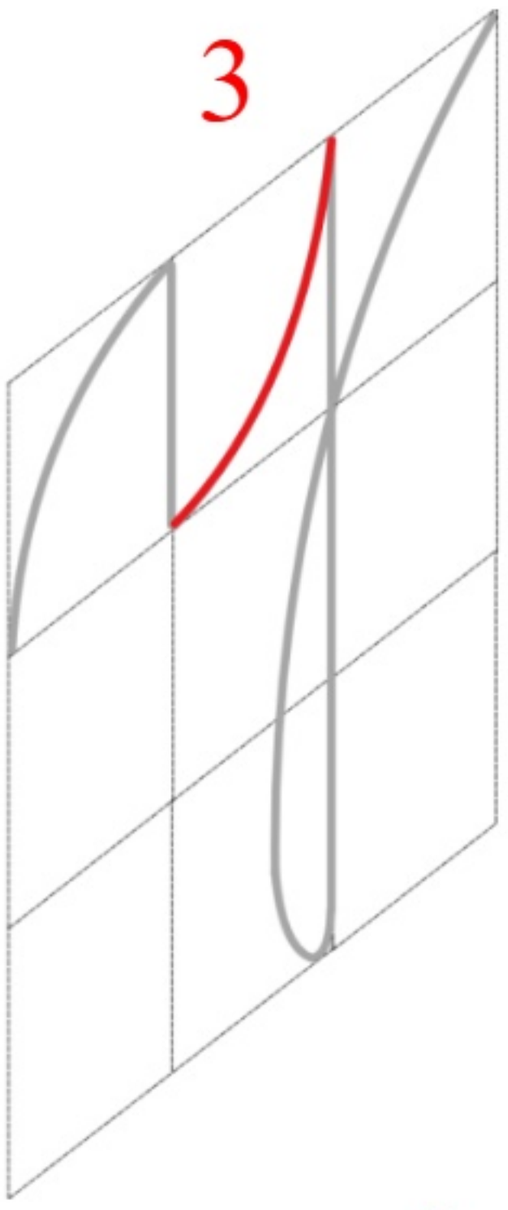

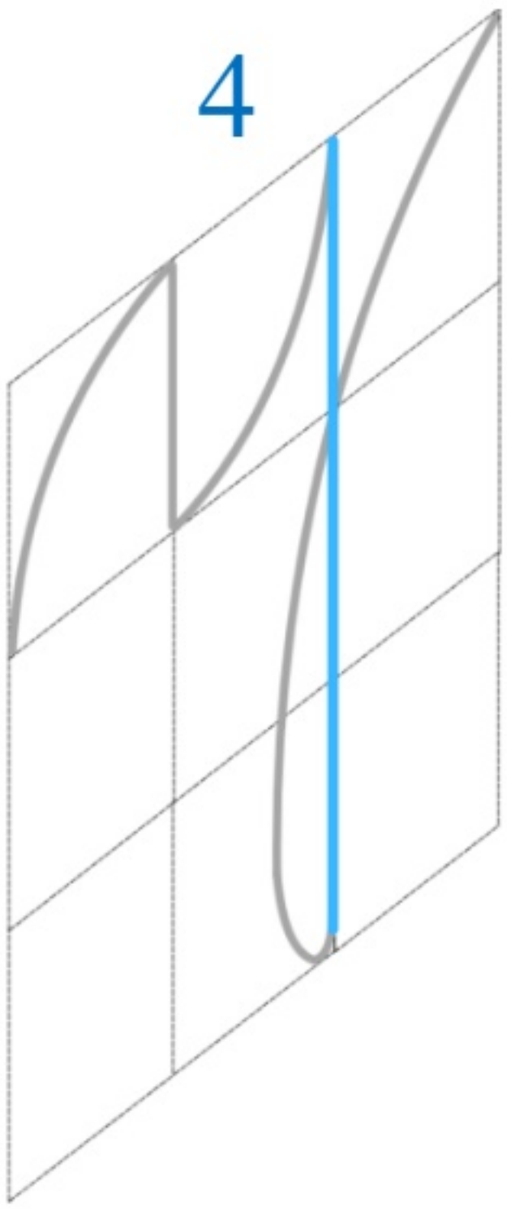

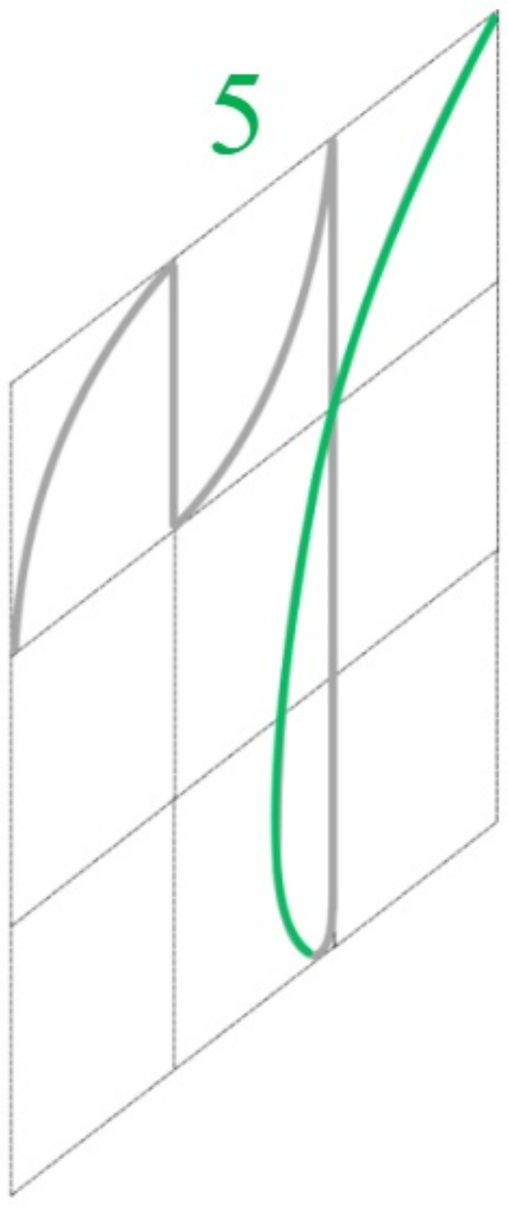

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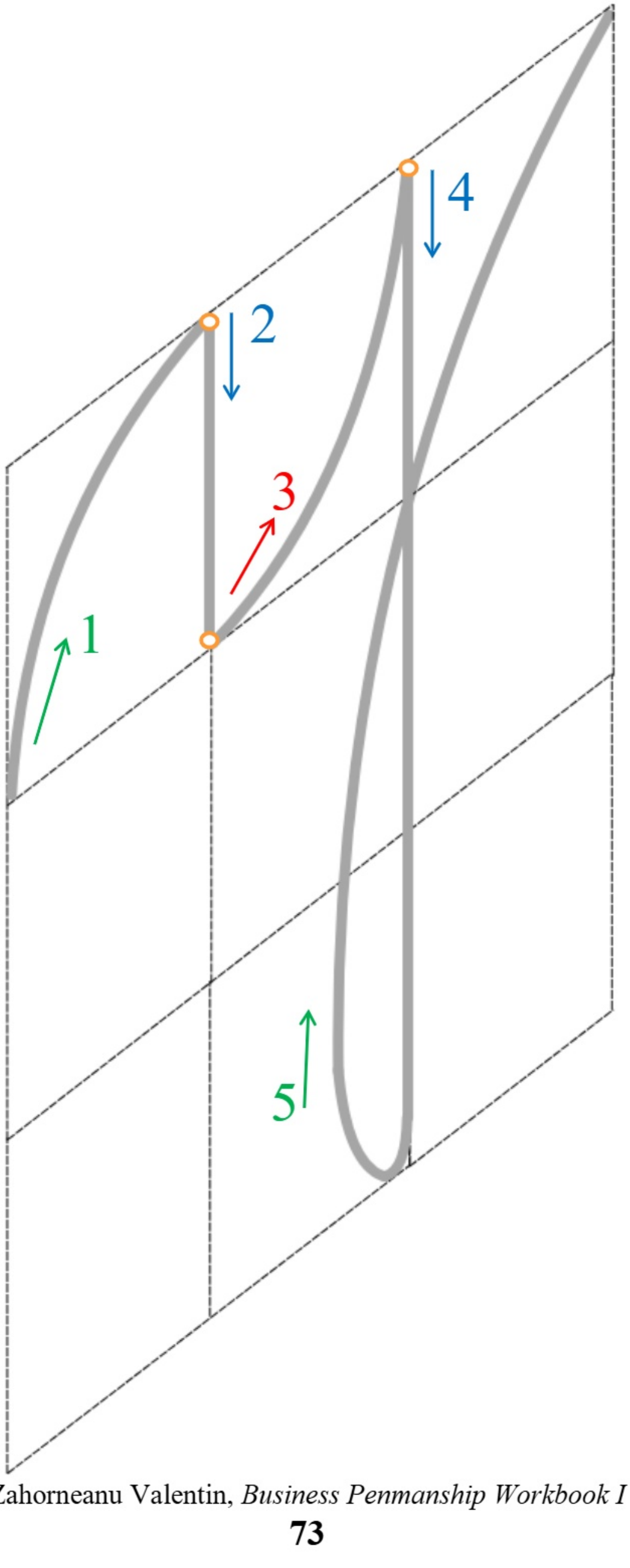

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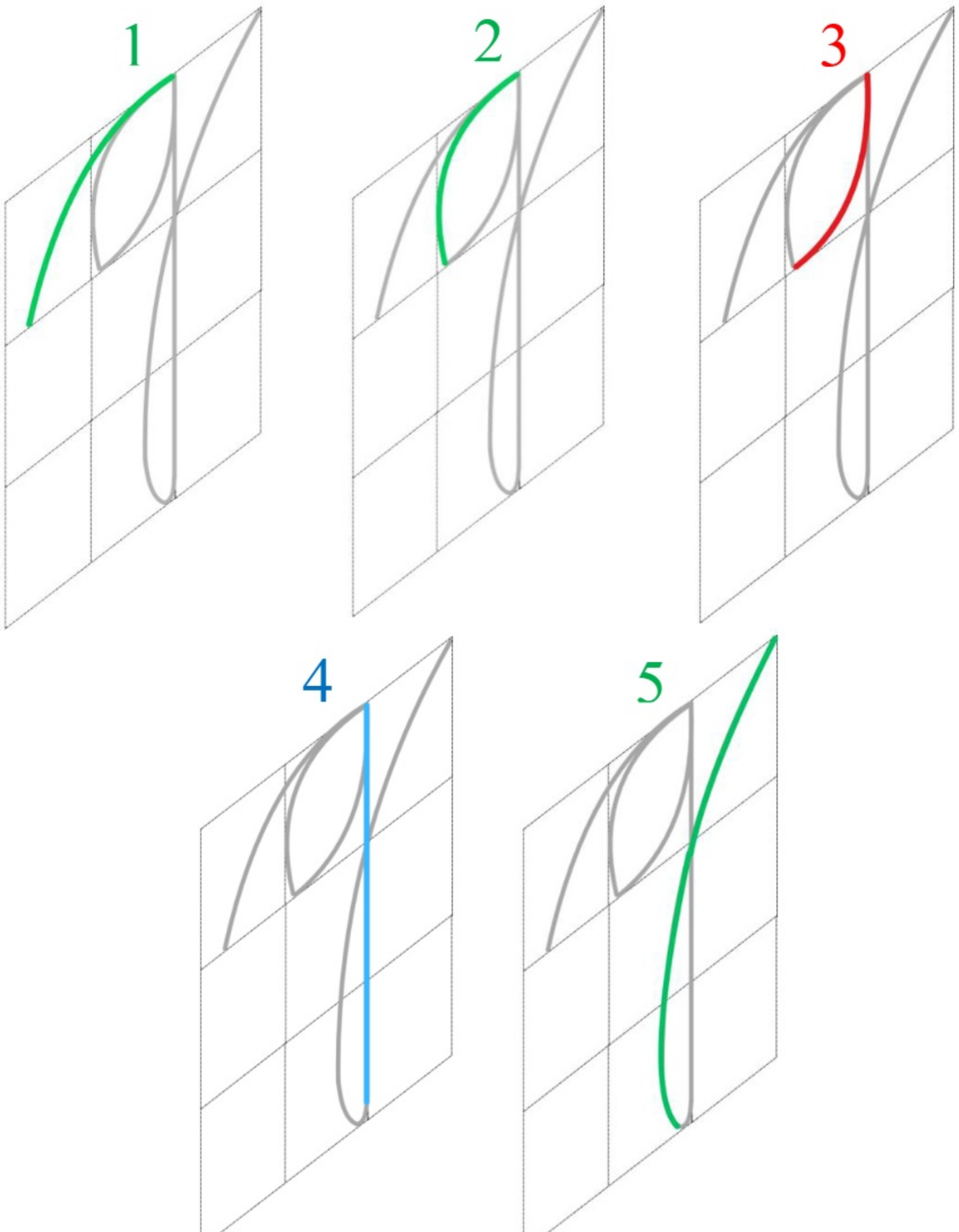

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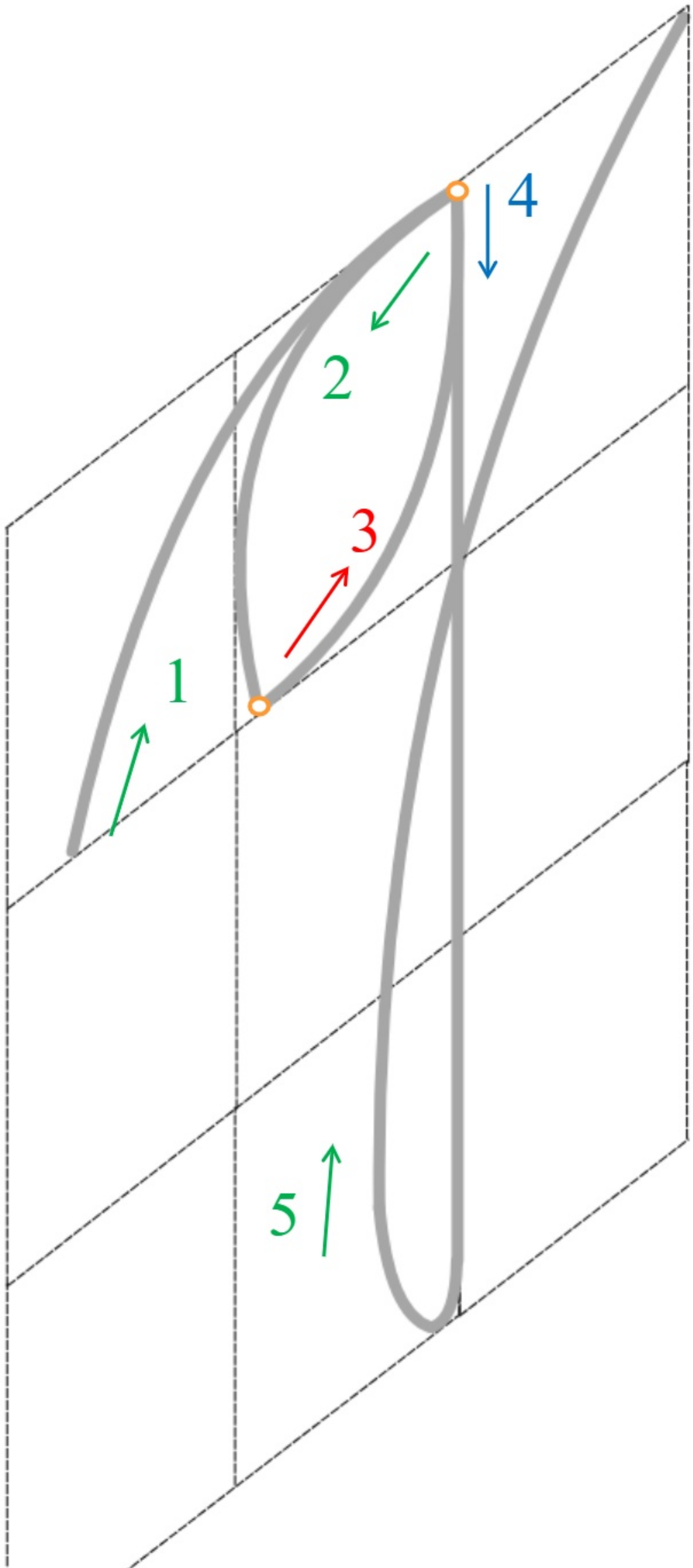

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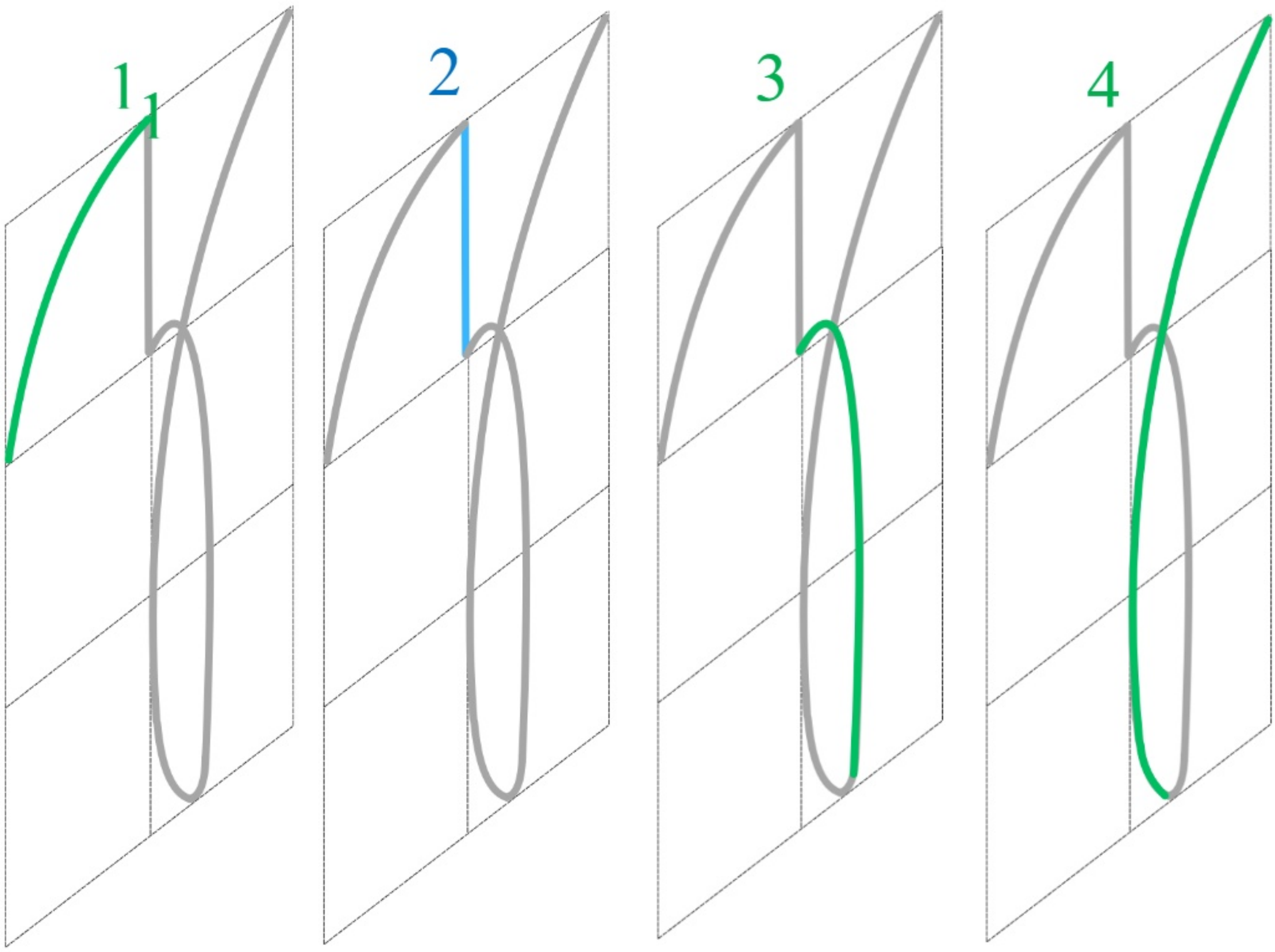

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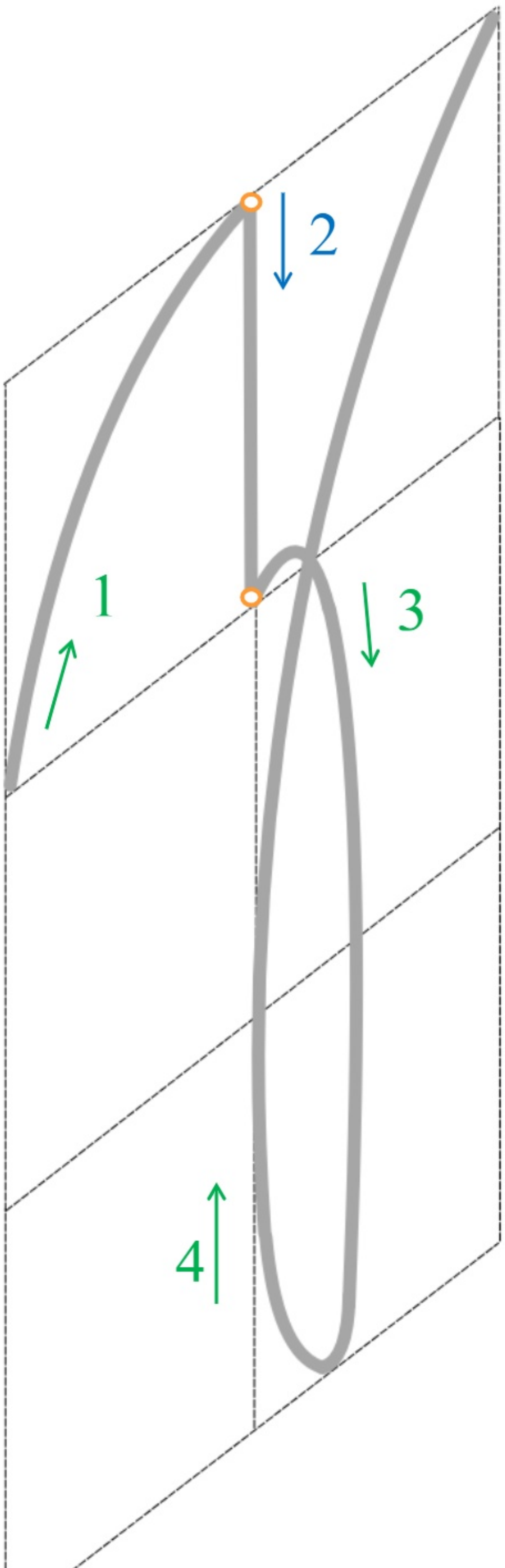

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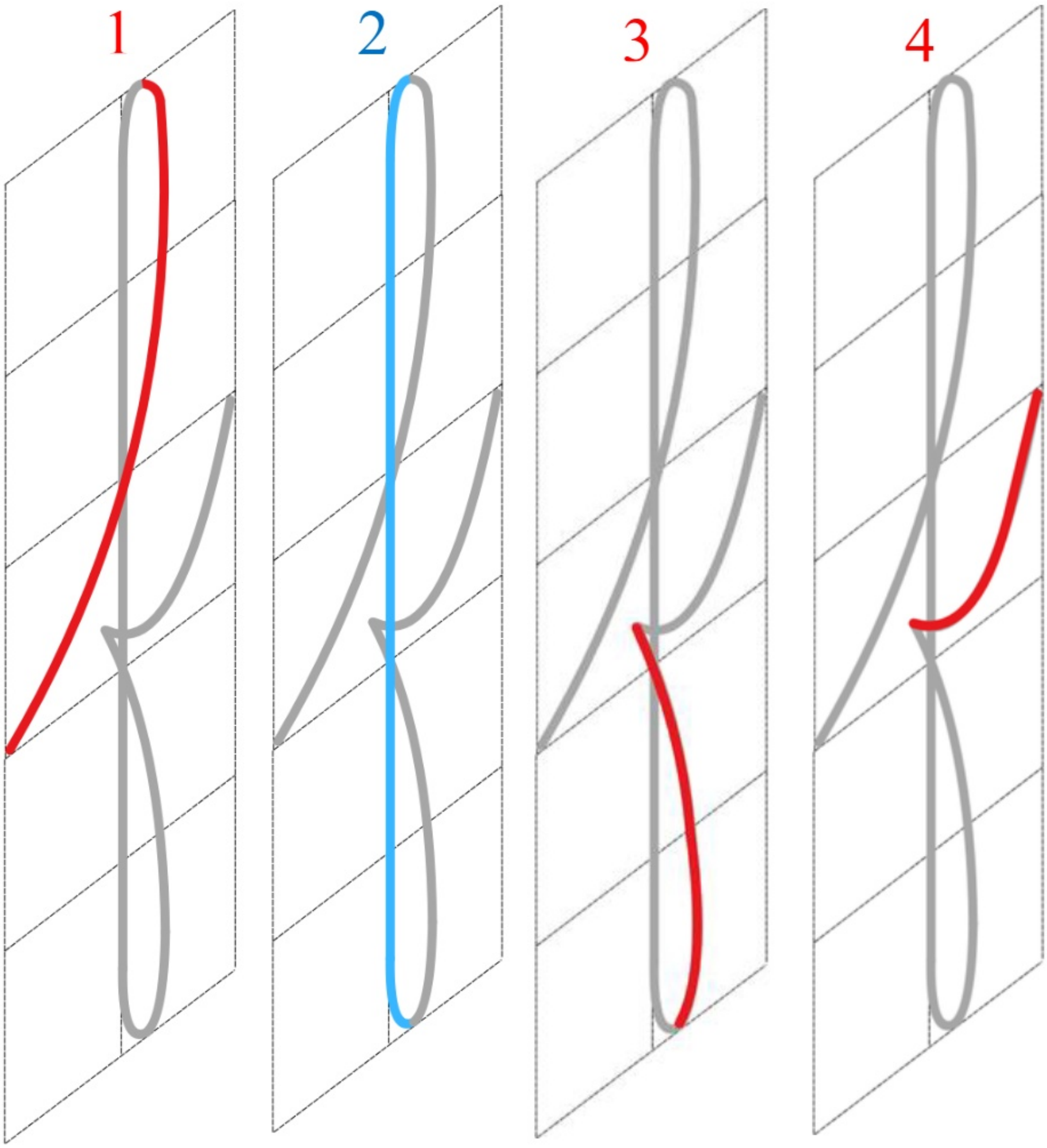

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